

Internal regulations
Comenius University, Bratislava

Internal Regulation No. 8/2021

adopted by the Academic Senate
of Comenius University, Bratislava

**Full Version of Internal Regulation No. 9/2018
Rules of Scholarship
of Comenius University, Bratislava
as Amended by Supplements No. 1 and 2**



Year 2021

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In accordance with article 10 (6) of Internal Regulation No. 3/2007 Organizational Rules of Comenius University, Bratislava, as amended, the Rector of Comenius University, Bratislava issues the full version of Internal Regulation No. 9/2018 Rules of Scholarship of Comenius University, Bratislava (hereinafter referred to as the “Rules of scholarship“), as amended by Internal Regulation No. 21/2019 Supplement No. 1 and Internal Regulation No. 7/2021 Supplement No. 2.

Comenius University, Bratislava (hereinafter referred to as “CU“) issues the following Rules of scholarship in accordance with Section 15 (1)(j) of Act No. 131/2002 Coll. On Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the “Act on Higher Education“).

PART ONE INTRODUCTORY PROVISIONS

Article 1 Subject matter

These Rules of scholarship shall govern

- a) particulars of the procedure for awarding and providing social scholarships to students of CU,
- b) the procedure for awarding and providing motivational scholarships to students of CU,¹
- c) particulars of the procedure for awarding and providing the pregnancy scholarship to women students of CU,
- d) conditions for providing scholarships from the own resources of CU,²
- e) particulars of providing loans to CU students from the scholarship fund,³
- f) particulars of awarding the awards by the Rector of CU to CU students and CU graduates,⁴
- g) particulars of the creation, structure and use of the CU scholarship fund,
- h) particulars of providing scholarship to CU students on full-time doctoral programmes of study, and
- i) particulars of providing entrepreneurship scholarships.

Types of scholarships

(1) Scholarships are a direct form of social support for students.⁵

(2) CU provides students with⁶

- a) social scholarships from funds provided for this purpose from the state budget,
- b) motivational scholarships from funds provided for this purpose from the state budget,

¹ S 96a (4) of the Act on Higher Education, art. 65 (4) of the Internal Regulation No. 10/2008 Statute of CU, as amended.

² S 97 (2) of the Act on Higher Education, art. 65 (4) of the Statute of CU.

³ S 101 (3) of the Act on Higher Education.

⁴ Art. 64 (3) of the Statute of CU.

⁵ S 94 (2) of the Act on Higher Education.

⁶ S (95) of the Act on Higher Education.

- c) pregnancy scholarships from funds provided for this purpose from the state budget,
 - d) scholarships from own resources.
- (3) CU grants students a motivational scholarship from the state budget earmarked funds⁷
- a) in the fields of study determined in the methodology for the allocation of state budget subsidies for public higher education institutions for the relevant calendar year issued by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the “field scholarship“),
 - b) for outstanding performance of study duties (hereinafter referred to as the “merit scholarship“),
 - c) for achieving an outstanding result in the field of study, research, artistic or sporting activity (hereinafter referred to as the “extraordinary scholarship“).
- (4) CU or an external educational institution shall provide a scholarship to students of full-time doctoral study programmes (hereinafter referred to as the “doctoral scholarship“).
- (5) On the basis of a contract between CU and an entrepreneur, a student may be granted an entrepreneurship scholarship from the resources of an entrepreneur.^{7a}
- (6) Upon fulfillment of the conditions set out in these Rules of scholarship or the faculty Rules of scholarship, a student may be awarded several types of scholarships at the same time in a given academic year.

PART TWO

SOCIAL SCHOLARSHIPS PAID FROM THE STATE BUDGET

Article 3

Awarding the social scholarship

- (1) Students of first- and second-degree study programmes and study programmes pursuant to Section 53 (3) of the Act on Higher Education who have permanent residence in the Slovak Republic or who have been granted subsidiary protection shall be awarded a social scholarship on the basis of fulfillment of the stipulated conditions. The social scholarship contributes to the payment of costs associated with studies. The student is legally entitled to the social scholarship.⁸
- (2) A student is not entitled to a social scholarship,
- a) who is studying a first-degree programme of study if he or she has already attained a first-degree higher education qualification,
 - b) who has already attained a second-degree higher education qualification,
 - c) who has been granted a social scholarship in the relevant year of study or part thereof in a study programme of the relevant degree of higher education; for the purposes of this subsection, the first three years of study programmes pursuant to Section 53 (3) of the Act on Higher Education shall be deemed to be study in a first-degree study programme, and the fourth and subsequent years of study shall be deemed to be study in a second-degree study programme, whereas the fourth year of study in a study

⁷ S 96a of the Act on Higher Education.

^{7a} S 2 (2) of the Commercial Code.

⁸ S 96 (1) of the Act on Higher Education.

- programme pursuant to Section 53 (3) of the Act on Higher Education shall be regarded as the first year of study in a second-degree study programme for the purposes of this subsection, and the subsequent years of study shall be deemed accordingly; the period during which the student has received a social scholarship in the relevant year of study shall be rounded up to whole years,
- d) who has been studying the programme of study in matter for longer than standard length of his or her studies, or
 - e) who is studying in an external form of study.⁹
- (3) A student with specific needs may be awarded a social scholarship even after exceeding the standard length of studies if this overrun is caused by his or her disability.¹⁰
- (4) The income decisive for the assessment of entitlement to a social scholarship, the circle of jointly assessed persons, the income limit for entitlement to a social scholarship, its amount and other particulars of the awarding of a social scholarship shall be governed by a generally binding legal regulation issued by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to the “Ministry of Education“).¹¹
- (5) Decision-making on the award of a social scholarship is governed by the Act No. 71/1967 Coll. On Administrative Procedure (Administrative Procedure Code), as amended (hereinafter referred to as the “Administrative Procedure Code“).
- (6) The dean of the relevant CU faculty (hereinafter referred to as the “dean“) decides on the entitlement to a social scholarship.¹²
- (7) A written application for the award of a social scholarship shall be submitted by the student on a prescribed form to the dean through the study department of the faculty or other organizational unit of the faculty in charge of the scholarship agenda (hereinafter referred to the “study department“) at which the student is enrolled for studies. A student who is enrolled in studies at more than one faculty may apply for a social scholarship at only one faculty. The application shall be made in the academic year in which the social scholarship is to be awarded, and no more than one social scholarship may be awarded for the same period.¹³
- (8) The student who applies for a social scholarship is responsible for the accuracy of the information contained in the application.
- (9) The decision on the award of a social scholarship shall be issued in writing in accordance with the provisions of Section 47 of the Administrative Procedure Code.
- (10) If a student does not fulfill conditions for the award of a social scholarship, CU will not award the social scholarship.¹⁴

⁹ S 96 (2) of the Act on Higher Education.

¹⁰ S 96 (3) of the Act on Higher Education.

¹¹ Decree No. 102/2006 Coll. of the Ministry of Education of the Slovak Republic on the Granting of Social Scholarships to University Students, as amended.

¹² S 96 (6) of the Act on Higher Education, art. 65 (3) of the Statute of CU.

¹³ S 6 of the Decree No. 102/2006 Coll. of the Ministry of Education of the Slovak Republic on the Granting of Social Scholarships to University Students, as amended.

¹⁴ S 96 (6) of the Act on Higher Education.

- (11) CU provides a social scholarship in monthly amount no later than the tenth day of the relevant calendar month to a bank account maintained in the Slovak Republic, the number of which is given by the student in the application for the award of the social scholarship.¹⁵
- (12) A student shall be obliged to return the social scholarship that has been unlawfully received subject to a special regulation.¹⁶

Article 4 Appeal

- (1) A student may appeal against a decision pursuant to article 3 (9) in accordance with Sections 53 to 61 of the Administrative Procedure Code.
- (2) The appeal shall be submitted to the dean who issued the contested decision. The dean may decide on the appeal himself or herself if he or she upholds the appeal in its entirety. If the dean does not decide on the appeal, he or she shall submit the appeal, together with the results of the supplemented proceedings and the case file, to the Ministry of Education, which is the appellate authority in the decision on the award of a social scholarship, within 30 days of the date on which the appeal was received by him or her, and shall notify the party to the proceedings accordingly.

PART THREE MOTIVATIONAL SCHOLARSHIPS PAID FROM THE STATE BUDGET AND PREGNANCY SCHOLARSHIPS PAID FROM THE STATE BUDGET

Article 5 Awarding the field scholarship

- (1) The faculty awards a field scholarship to full-time students in the fields of study specified in the methodology for the distribution of state budget subsidies for public higher education institutions for the relevant calendar year issued by the Ministry of Education.
- (2) The field scholarship may be awarded only to students of study programmes whose coefficient of employability of university graduates in the field (KAP) is higher than the value determined by the contract on the provision of subsidies from the state budget through the budget of the Ministry of Education concluded for the relevant calendar year between the Ministry of Education and CU and for the first two degrees of higher education. The list of study programmes of individual faculties of CU whose students are entitled to the award of a field scholarship is attached to the methodology for the allocation of state budget subsidies to faculties and other CU parts for the relevant calendar year.
- (3) When deciding on the award of a field scholarship, the learning results from previous studies shall be considered; if the student is a student of a bachelor's study programme in the first year of study, the learning results from the last year of study at a secondary school shall be considered.¹⁷

¹⁵ S 96 (7) of the Act on Higher Education.

¹⁶ S 451 to 459 of the Act No. 40/1964 Coll. Civil Code, as amended.

¹⁷ S 96a (1)(a) of the Act on Higher Education.

- (4) For the purposes of awarding a field scholarship, the following shall be regarded as learning results:
- a) for students in the first year of study of bachelor's degree programmes and study programmes under Section 53 (3) of the Act on Higher Education, the learning results from their final year of study at a secondary school,
 - b) for students in the second and higher years of study of bachelor's degree programmes and study programmes under Section 53 (3) of the Act on Higher Education, the weighted study average of their entire studies¹⁸ to date in the given study programme,
 - c) for students in the first year of study of master's degree programmes other than study programmes under Section 53 (3) of the Act on Higher Education, the weighted study average for the entire course of study of the bachelor's degree programme properly completed by them,
 - d) for students in the second and higher year of study of master's degree programmes other than study programmes under Section 53 (3) of the Act on Higher Education, the weighted study average for the entire course of their studies in the programme of study in question.
- (5) Students are ranked in a waiting list from the lowest weighted study average to the highest weighted study average. The faculty shall establish separate waiting lists for each field of study, separately for the group of students referred to in subsection 4 (a) and the group of students referred to in subsection 4 (b) to (d).
- (6) The dean shall award a field scholarship to 15% of students on a relevant waiting list; the number of students on the relevant waiting list so determined shall be rounded up to the nearest whole number. In the event of equality of weighted study averages, the dean shall consider other criteria in the order:
1. the weighted study average in compulsory subjects and compulsory elective subjects in the assessment period,
 2. the average number of terms¹⁹ needed for successful completion of compulsory subjects and compulsory elective subjects in the assessment period.
- (7) A field scholarship is awarded without an application when the student meets the criteria for its award under this article or under the faculty's Rules of scholarship.
- (8) The dean's decision on the award of a field scholarship is final and cannot be appealed.
- (9) A field scholarship shall be awarded by 15 November of the relevant academic year and shall be provided in one instalment by the end of the relevant calendar year; students in the first year of study of bachelor's degree programmes and study programmes pursuant to Section 53 (3) of the Act on Higher Education shall be awarded and provided the field

¹⁸ The calculation of the weighted study average is regulated by S 6 (7) of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the Credit System of Study, as amended.

¹⁹ The average number of terms required for a successful completion of compulsory subjects and compulsory elective subjects is calculated by adding the number of ordinary terms and the number of remedial terms required for a successful completion of the enrolled compulsory subjects and compulsory elective subjects in the assessment period, and dividing the result by the number of enrolled compulsory subjects and compulsory elective subjects.

scholarship in one instalment in the period from 1 April to 30 May of the relevant academic year.

- (10) The faculty shall publish on the official notice board and on the faculty's web site immediately after the award of the field scholarship for a period of at least 14 days
 - a) the limit of the weighted study average for the award of a field scholarship in the individual waiting lists and
 - b) the manner in which a student who considers that he or she has met the criteria for the award of a field scholarship may object to the non-awarding of a field scholarship.
- (11) The faculty shall send the student who has been awarded a field scholarship information about the awarding of the field scholarship by an electronic message to the student's university e-mail account.

Article 6 **Awarding the merit scholarship**

- (1) The faculty awards a merit scholarship to full-time students of
 - a) bachelor's degree programmes starting from the second year of study,
 - b) study programmes pursuant to Section 53 (3) of the Act on Higher Education, starting from the second year of study, and
 - c) master's degree programmes other than study programmes according to Section 53 (3) of the Act on Higher Education, starting from the first year of study.
- (2) A merit scholarship shall be awarded to a student of a bachelor's study programme for outstanding performance of study duties in the previous academic year if he or she has obtained at least 54 credits in that academic year.
- (3) A merit scholarship shall be awarded to a student of a study programme pursuant to Section 53 (3) of the Act on Higher Education for outstanding performance or study obligations in the previous academic year if he or she has obtained at least 54 credits in that academic year.
- (4) A merit scholarship shall be awarded to a student of a master's study programme other than a study programme pursuant to Section 53 (3) of the Act on Higher Education in the first year of study for outstanding performance of study duties in the final year of the bachelor's study programme immediately followed by the master's study programme, if he or she has obtained at least 27 credits in the latter, including credits for the state examination(s).
- (5) A merit scholarship is awarded to a student of a master's study programme other than a study programme pursuant to Section 53 (3) of the Act on Higher Education in the second or higher year of study for outstanding performance of study duties in the previous academic year if he or she has obtained at least 54 credits in that academic year.
- (6) Students shall be ranked on a waiting list from the lowest weighted study average to the highest weighted study average. The faculty shall establish separate waiting lists for the group of students referred to in subsection 2, the group of students referred to in subsection 3 and the group of students referred to in subsection 4 and 5.

- (7) The dean shall award a merit scholarship to no more than 10% of the students on the relevant waiting list; in awarding the merit scholarship, the dean shall proceed according to article 8 (2). In the event of equality of weighted study averages, the dean shall consider other criteria in the order:
 1. the weighted study average in compulsory subjects and compulsory elective subjects in the assessment period,
 2. the average number of terms needed for successful completion of compulsory subjects and compulsory elective subjects in the assessment period.
- (8) A merit scholarship is awarded without an application when the student meets the criteria for its award under this article or under the faculty's Rules of scholarship.
- (9) The dean's decision on the award of a merit scholarship is final and cannot be appealed.
- (10) A merit scholarship shall be awarded by 15 November of the relevant academic year and shall be provided in one instalment by the end of the relevant calendar year.
- (11) The faculty shall publish on the official notice board and on the faculty's web site immediately after the award of the field scholarship for a period of at least 14 days
 - a) the limit of the weighted study average for the award of a merit scholarship in the individual waiting lists, and
 - b) the manner in which a student who considers that he or she has met the criteria for the award of a merit scholarship may object to the non-awarding of a merit scholarship.
- (12) The faculty shall send the student who has been awarded a merit scholarship information about the awarding of the merit scholarship by an electronic message to the student's university e-mail account.

Article 7
Awarding the extraordinary scholarship

- (1) Faculty awards an extraordinary scholarship to students of all degrees and all forms of study.
- (2) An extraordinary scholarship may be awarded for
 - a) exceptional academic achievement,
 - b) an extraordinary result in research or development,
 - c) an extraordinary result in an artistic activity; an extraordinary result in an artistic activity shall be deemed, in particular, an extraordinary artistic performance or a successful representation of the faculty, CU or the Slovak Republic in an artistic competition, or
 - d) an extraordinary result in a sporting activity; an extraordinary result in a sporting activity shall be deemed, in particular, an extraordinary sporting performance or a successful representation of the faculty, CU or the Slovak Republic in a sporting competition.
- (3) An extraordinary scholarship may be awarded only once for the same result or for a result achieved in a particular year of competition or round of competition.
- (4) An extraordinary scholarship shall be awarded without an application.

- (5) An extraordinary scholarship shall be awarded by the dean.
- (6) A student has no legal entitlement to be awarded an extraordinary scholarship. The dean's decision on the award of an extraordinary scholarship is final and cannot be appealed.

Article 8

Common provisions of motivational scholarships

- (1) The decisive date for determining the number of faculty students for the purpose of awarding motivational scholarships is 31 October of the given academic year. Students of the inter-faculty study programme and the joint study programme²⁰ shall be awarded a motivational scholarship at the CU faculty at which they are enrolled for studies.
- (2) The sum of the number of students who have been awarded a merit scholarship in a given calendar year and the number of students who have been awarded an extraordinary scholarship in a given calendar year cannot be more than 10% of the number of students of the faculty of all degrees and all forms of study at which the scholarships in question are awarded.²¹
- (3) A student who was not a student of the faculty in the decisive period for the assessment of eligibility for the award of a motivational scholarship shall, upon enrolment for studies or enrolment in the next part of studies, submit a supplement to the diploma, a statement of results of studies or other documents proving fulfillment of the criteria for the award of the relevant motivational scholarship.
- (4) The dean may not award a motivational scholarship to a student to whom, according to the CU Disciplinary rules for students
 - a) the disciplinary measure of conditional exclusion from studies has been validly imposed and the probationary period specified in the decision imposing the disciplinary measure has not expired at the time of the decision on the award of the motivational scholarship,
 - b) a disciplinary measure of reprimand has been validly imposed in the academic year preceding the academic year in which the motivational scholarship is awarded, or
 - c) a disciplinary measure of reprimand has been validly imposed in the academic year in which the motivational scholarship is awarded.

Article 8a

Pregnancy scholarships paid from the state budget

Awarding the pregnancy scholarship

- (1) A pregnancy scholarship is regulated by the Act on Higher Education.^{21a}
- (2) A student submits a written application for the award of a pregnancy scholarship to the Rector through the Education and social affairs department of the Rector's Office of CU. The Rector decides on the award of a pregnancy scholarship within 15 days from the date

²⁰ S 54 of the Act on Higher Education.

²¹ S 96a (3) the second sentence of the Act on Higher Education.

^{21a} S 96b of the Act on Higher Education.

of receipt of the application. A template for the application form for the award of a pregnancy scholarship is attached as Annex 1 to this scholarship regulation.

- (3) A woman student shall notify the Rector through the Education and social affairs department of the Rector's office of CU of the fact of the termination of the entitlement to a pregnancy scholarship pursuant to Section 96b (9)(a), (b) or (c) of the Act on Higher Education within ten working days of the date on which it occurred. Based on the fact pursuant to the preceding sentence, the Education and social affairs department of the Rector's office of CU shall issue a certificate of the termination of entitlement to the pregnancy scholarship.

PART FOUR SCHOLARSHIPS PAID FROM THE CU'S OWN RESOURCES

Article 9 One-time scholarship

- (1) CU awards a one-time scholarship from its own resources (hereinafter referred to as the "one-time scholarship")
 - a) to students of all degrees and all forms of study, and
 - b) to graduates of all degrees and all forms of study for whom no more than 90 days have expired since the proper completion of their studies.
- (2) A one-time scholarship may be awarded for
 - a) a thesis of exceptional quality,
 - b) outstanding performance of study duties during all or part of their studies to date,
 - c) an outstanding result in research or development,
 - d) an outstanding result in an artistic activity,
 - e) an outstanding result in a sporting activity,
 - f) a successful representation of the faculty, CU or the Slovak Republic in student scientific activities or in knowledge competitions, artistic competitions or sporting competitions,
 - g) exemplary citizenship; exemplary citizenship is defined as a speech, attitude or act by which a student or a graduate has demonstrated a high degree of morality or civic awareness and has thus contributed to the promotion of the good name of the faculty or CU,
 - h) active participation in CU academic self-government bodies, academic self-government bodies of the faculty or advisory bodies established by them, or
 - i) active participation in the development, promotion or representation of the faculty, other part of CU or CU as a whole.
- (3) A one-time scholarship is awarded without an application.
- (4) A one-time scholarship from the faculty's own resources is awarded by the dean, a one-time scholarship from the CU Rector's office's own resources is awarded by the CU Rector (hereinafter referred to the "Rector").

- (5) Students and graduates do not have any legal entitlement to be awarded a one-time scholarship. The decision of the dean or the Rector to award a one-time scholarship is final and cannot be appealed.

Article 10 Social support

- (1) CU awards a scholarship from its own resources as a one-time or regular social support (hereinafter referred to as the “social support“)
- a) to students of all degrees and all forms of study, and
 - b) to graduates of all degrees and all forms of study for whom no more than 90 days have expired since the proper completion of their studies.
- (2) Social support may be awarded to
- a) a student who has suffered a particularly adverse social situation during his or her studies,
 - b) a graduate who has suffered a particularly adverse social situation during his studies or immediately after the proper completion of his studies, or
 - c) a student who is recognized as a person with a severe disability²² and is also officially registered in the list of students with specific needs at the CU faculty²³ in which he or she is studying, taking into account his or her specific needs and social situation.
- (3) A written application for the award of social support shall be submitted by a student and a graduate to the dean through the study department of the faculty at which he or she is (was) enrolled for studies.
- (4) The dean decides on the awarding of social support.
- (5) A student and a graduate shall have no legal entitlement to be awarded social support. The dean's decision to award social support or to reject an application is final and cannot be appealed.

Article 11 Student loan

- (1) CU may grant loans from the scholarship fund to its students at all levels and in all forms of study (hereinafter referred to as the “student loans“). The purpose of student loans is to contribute to cover the costs of study and to meet social needs.²⁴
- (2) A written application for a student loan shall be submitted by the student to the dean through the study department of the faculty at which the student is enrolled for studies.

²² Act No. 447/2008 Coll. on Monetary Contributions to Compensate for Severe Disability and on Amendment and Supplementation of Certain Acts, as amended.

²³ Art. 9 (1) of the Internal Regulation No. 23/2004 the Directive of the CU Rector to Ensure a Generally Accessible Academic Environment for Students with Specific Needs.

²⁴ S 101 (3) and (4) of the Act on Higher Education.

- (3) The dean decides on the granting of student loans. The dean's decision on the granting of a student loan shall include in particular:
 - a) determination of the amount of the student loan,
 - b) determination of the manner in which the student loan shall be granted,
 - c) the amount of the student loan repayments, their due dates and the method of payment, and
 - d) the interest rate.
- (4) Following the dean's decision on the granting of a student loan, CU shall enter into a loan agreement with the student in accordance with relevant provisions of the Civil Code.²⁵ The dean shall conclude the student loan agreement on behalf of CU.
- (5) A student has no legal entitlement to a student loan. The decision of the dean to grant a student loan or to reject an application is final and cannot be appealed.

PART FIVE
ACADEMIC COMMENDATIONS OF THE CU RECTOR AND AWARDS OF THE
CU RECTOR

Article 12
Rector's academic commendation awarded to a student

- (1) By awarding the Rector's academic commendation, the Rector recognizes a student for
 - a) exceptionally significant achievements in the field of study, research, development, artistic or sporting activities,
 - b) exemplary citizenship; exemplary citizenship is defined as a speech, attitude or act by which a student has demonstrated a high degree of morality or civic awareness and has thus contributed to the promotion of the good name of CU, or
 - c) a significant contribution to the CU reputation in some area of social life.
- (2) The Rector's academic commendation awarded to a student consists of the Rector's certificate of academic commendation.
- (3) The Rector's academic commendation awarded to a student shall be presented at an academic ceremony on the occasion of International Student Day (17 November) or on the occasion of a significant CU anniversary. The Rector's academic commendation for exemplary citizenship may also be presented at a ceremony on another appropriate occasion.
- (4) Written proposals for the award of the Rector's academic commendation shall be submitted by deans to the Rector through the Education department of the Rector's office of CU on a date and in the manner determined by the Rector in relation to the date of the relevant academic celebration.

²⁵ S 657 and 658 of the Civil Code.

- (5) The Rector may also award the Rector's academic commendation for exemplary citizenship based on a written proposal from any member of the CU academic community; the written proposal must include a description of the student's exemplary citizenship.
- (6) The Rector may also award the Rector's academic commendation to a student on his or her own initiative.
- (7) The award of the Rector's academic commendation
 - a) for the reasons referred to in subsection 1 (a) shall be accompanied by the award of an extraordinary scholarship under article 7 (2) or a one-time scholarship under article 9 (2)(b) to (e),
 - b) for the reasons referred to in subsection 1 (b) shall be accompanied by the award of a one-time scholarship under article 9 (2)(g),
 - c) for the reasons referred to in subsection 1 (c) shall be accompanied by the award of a one-time scholarship under article 9 (2)(i).

The extraordinary scholarship shall be awarded by the dean of the faculty at which the awarded student is enrolled for studies. The one-time scholarship shall be awarded by the Rector.

Article 13

Rector's academic commendation awarded to a graduate

- (1) By awarding the Rector's academic commendation for exemplary performance of study duties, the Rector shall recognize a graduate who
 - a) has been awarded only A or B grades in the ordinary terms of the state examinations, where the number of A grades must not be lower than the number of B grades, and
 - b) has achieved a weighted study average of less than or equal to 1.10 for the entire period of study in the master's degree programme or doctoral degree programme.
- (2) The Rector's academic commendation awarded to a graduate consists of the Rector's certificate of academic commendation.
- (3) The Rector's academic commendation awarded to a graduate shall usually be presented at a graduation ceremony for graduates of higher education.
- (4) Written proposals for the award of the Rector's academic commendation for exemplary performance of study duties shall be submitted by the deans to the Rector through the Education department of the Rector's office on a date and in a manner determined by the Rector in relation to the schedule of graduation ceremonies in a given academic year.
- (5) The awarding of the Rector's academic commendation for exemplary performance of study duties is accompanied by the award of an extraordinary scholarship pursuant to article 7 (2)(a) or a one-time scholarship pursuant to article 9 (2)(b). The extraordinary scholarship shall be awarded by the dean of the faculty at which the graduate which was awarded the scholarship was enrolled for studies. The one-time scholarship shall be awarded by the Rector.

Article 14
Rector's award for outstanding master's thesis

- (1) By awarding the Rector's award for outstanding master's thesis (hereinafter referred to as the "Rector's award"), the Rector recognizes a student or a graduate whose master's thesis has been highly evaluated by the examination committee for the state examination, in particular due to
 - a) an original approach to the elaboration of the thesis topic,
 - b) an outstanding contribution of the master's thesis to the field of research, development or art, or
 - c) a contribution of the master's thesis to the practical application of the results obtained.
- (2) The Rector's award consists of the Rector's award deed.
- (3) The Rector's award is usually awarded to the author of the awarded master's thesis at the graduation ceremony of graduates of higher education.
- (4) Written proposals for the Rector's award shall be submitted by deans to the Rector through the Education department of the Rector's office of CU on a date and in a manner determined by the Rector in relation to the schedule of graduation ceremonies in a given academic year.
- (5) The awarding of the Rector's Award shall be accompanied by the award of an extraordinary scholarship pursuant to article 7 (2)(a) or a one-time scholarship pursuant to article 9 (2)(a). An extraordinary scholarship shall be awarded by the dean of the faculty at which the awarded student or graduate was enrolled for studies. The one-time scholarship shall be awarded by the Rector.
- (6) Together with the author of the awarded master's thesis, the Rector shall also award the supervisor of the master's thesis in the form of a letter of thanks from the Rector and a financial reward from the Rector's fund. The amount of the financial reward shall be determined by the methodology for the allocation of subsidies from the state budget to faculties and other parts of CU for the relevant calendar year.

Article 15
Common provisions for the award of scholarship associated with the Rector's awards

- (1) Part of the methodology for the allocation of subsidies from the state budget to faculties and other part of CU for the relevant calendar year is the allocation of a financial amount intended for the awarding of extraordinary scholarships which are associated with the awarding of the Rector's academic commendations and the Rector's awards. The method of calculating the financial amount and its subsequent allocation to individual faculties shall take into consideration the average number of Rector's academic commendations and Rector's awards awarded to students and graduates of individual faculties over the previous three calendar years and the proposed amount of extraordinary scholarships for the calendar year in question.
- (2) The amount of the scholarship associated with the awarding of the Rector's academic commendation and the Rector's award for the period of the relevant calendar year is determined by an order of the Rector, which is issued by the Rector in accordance with the

approved methodology for the allocation of subsidies from the state budget to faculties and other parts of CU for the relevant calendar year.

- (3) The amount of the scholarship associated with the award of the Rector's academic commendation for exemplary performance of study duties may be differentiated according to the weighted study average achieved.
- (4) An extraordinary scholarship associated with the award of the Rector's academic commendation or the Rector's award shall be awarded by the dean of the faculty concerned only if the Rector has not decided to award a one-time scholarship from the CU Rector's office's own resources.

PART SIX CU SCHOLARSHIP FUND

Article 16 Creation of the scholarship fund

- (1) The CU scholarship fund shall be created²⁶
 - a) from the part of the subsidy for social support of students²⁷ intended for social scholarship, motivational scholarships and pregnancy scholarships,
 - b) from the part of the CU revenue from tuition fees, whereby at least 20% of the revenue from tuition fees pursuant to Section 92 (5) and (6) of the Act on Higher Education shall be the revenue of the scholarship fund,
 - c) from the positive overall economic result of CU,
 - d) from donations, inheritance and the proceeds thereof,
 - e) from the CU reserve fund under the conditions laid down in the Act on Higher Education²⁸, and
 - f) from student loan repayments.
- (2) The funds referred to in subsection 1 (b) to (f) are the scholarship fund's own resources.
- (3) The scholarship fund at CU shall be created at the level of faculties as a faculty scholarship fund, which shall serve to provide scholarships and student loans to students of study programmes conducted at the respective CU faculty.
- (4) The method of distribution of funds from the state budget earmarked for motivational scholarships shall be laid down in the methodology for the distribution of subsidies from the state budget to faculties and other parts of CU for the relevant calendar year.²⁹

Article 17 Use of the scholarship fund

- (1) The method of distribution of funds allocated to the faculty from the earmarked state budget funds for motivational scholarships pursuant to Section 96a (1)(b) of the Act on Higher Education into the amount intended for the award of merit scholarships and the amount

²⁶ S 16a (6) of the Act on Higher Education.

²⁷ S 89 (7) of the Act on Higher Education.

²⁸ S 16a (3) of the Act on Higher Education.

²⁹ Art. 84 (4) of the Statute of CU.

intended for the award of extraordinary scholarships shall be determined by the faculty's budget for the relevant calendar year.

- (2) The funds allocated to the faculty pursuant to article 15 (1) shall be used by the faculty as a priority for the awarding of extraordinary scholarships which are associated by the awarding of the Rector's academic commendations and the Rector's awards in the relevant calendar year. The balance of funds may be used for the award of other extraordinary scholarships or merit scholarships.
- (3) Unspent funds of the faculty's scholarship fund as of 31 October of the relevant calendar year earmarked in the faculty's budget for the awarding of extraordinary scholarships may be used for the awarding of merit scholarships.
- (4) Unspent funds of the faculty's scholarship fund as of 20 November of the relevant calendar year which are earmarked in the faculty's budget for the awarding of merit scholarships may be used for the awarding of extraordinary scholarships.
- (5) A one-time scholarship from the own resources of the Rector's office of CU awarded by the Rector shall be provided and registered in the academic information system by the faculty at which the student is enrolled for studies. The Rector's Office of CU shall transfer to the faculty the corresponding funds in the amount of the scholarship awarded from its own resources.

PART SEVEN DOCTORAL SCHOLARSHIPS

Article 18 Provision of doctoral scholarships

- (1) A full-time student of a doctoral study programme permanently residing on the territory of a Member State of the European Union or a state that is a contracting party to the Agreement on the European Economic Area and the Swiss Confederation shall be entitled to a doctoral scholarship for the duration of the standard length of the study programme to which he or she has been admitted, if he or she has not already obtained a third-degree higher education qualification³⁰
 - a) until the doctoral dissertation examination has been passed, at least in the amount of the 6th grade and the 1st step of the special salary scale for university teachers and research and development employees pursuant to a special regulation,³¹
 - b) after passing the doctoral dissertation examination, at least in the amount of the 7th grade and the 1st step of the special salary scale for university teachers and research and development employees pursuant to a special regulation; the doctoral scholarship this adjusted shall be payable to a doctoral student from the first day of the calendar month following the month in which the doctoral student has successfully passed the doctoral dissertation examination.

³⁰ S 54 (18) of the Act on Higher Education.

³¹ Act. No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Public Work and on Amendments and Additions of Certain Acts, as amended.

- (2) An increase in the doctoral scholarship awarded under subsection 1 may be granted
- a) for the achievement of quality results in research, development, artistic or sporting activities, or for the achievement of quality results in teaching activities, by an amount corresponding to the personal bonus which may be granted to an employee classified in a similar grade and step pursuant to a special regulation,³²
 - b) for the successful completion of a part of a grant or a project assignment for which special-purpose financial support has been awarded and the terms of the contract allow it,
 - c) to a member of a top team identified by the Accreditation Commission; this increase in the doctoral scholarship shall be granted from the special-purpose funds provided to the relevant top team on the basis of a contract on the provision of a subsidy from the state budget through the budget of the Ministry of Education concluded for the relevant calendar year between the Ministry of Education and CU,
 - d) for carrying out activities in an environment in which chemical factors, carcinogenic and mutagenic factors, biological factors, dust or physical factors (such as noise, vibration, ionizing radiation) are present, by an amount corresponding to the salary compensation for impeded performance of work pursuant to a special regulation³³, or
 - e) from earmarked funds provided to CU under a contract by a legal entity or a natural person and the terms of the contract allow it.
- (3) An increase in the doctoral scholarship under subsection 2 is not enforceable.
- (4) A decision shall be made on the granting of a doctoral scholarship and on the granting of an increase in a doctoral scholarship. The decision shall state the amount of a doctoral scholarship, the amount of the increase in a doctoral scholarship and the justification for their provision. The decision shall be issued upon enrollment in doctoral studies, on adjustment of a doctoral scholarship and on adjustment of the increase in a doctoral scholarship.
- (5) The doctoral scholarship shall be granted no later than the end of the calendar month for which the entitlement to the doctoral scholarship was established.
- (6) The provision of the doctoral scholarship shall terminate on the date of
- a) a successful defense of the doctoral thesis,
 - b) exceeding the standard length of studies,
 - c) other termination of studies³⁴, or
 - d) interruption of studies

³² S 10 of the Act. No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Public Work and on Amendments and Additions of Certain Acts, as amended.

³³ S 11 of the Act. No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Public Work and on Amendments and Additions of Certain Acts, as amended.

³⁴ S 66 of the Act on Higher Education.

PART EIGHT
ENTREPRENEURSHIP SCHOLARSHIPS

Article 18a

Provision of the entrepreneurship scholarship

- (1) CU or a faculty^{34a} may enter into a contract with an entrepreneur on a scholarship programme for the provision of entrepreneurship scholarships.
- (2) The purpose of the entrepreneurship scholarship is to support studies in selected study programmes or to motivate the choice of a particular thesis topic. A student is not legally entitled to an entrepreneurship scholarship.
- (3) The contract for the scholarship programme for the provision of entrepreneurship scholarships shall include in particular
 - a) identification data of the contracting parties,
 - b) the terms and conditions of the entrepreneurship scholarship,
 - c) the rules for determining the amount of the entrepreneurship scholarship,
 - d) the criteria for the selection of students if more students meet the conditions for the award of the entrepreneurship scholarship than the number of students eligible for the entrepreneurship scholarship,
 - e) the deadline for applications for the award of the entrepreneurship scholarship,
 - f) the deadlines for the award of the entrepreneurship scholarship,
 - g) the amount of funding for entrepreneurship scholarships that the entrepreneur commits to provide in one academic year or the dates and method of its notification should the scholarship programme take place for a number of years,
 - h) the reasons for which an entrepreneur may terminate the provision of an entrepreneurship scholarship prematurely,
 - i) the dates and the manner of notifying the details of entrepreneurship scholarships awarded to CU or the faculty.
- (4) The terms and conditions of a scholarship programme may exclude the award of an entrepreneurship scholarship if the student have been awarded an entrepreneurship scholarship from another scholarship programme within CU.
- (5) The award of an entrepreneurship scholarship may not be conditioned by the conclusion of other legal relationships between an entrepreneur and the student or by the fulfilment of obligations beyond the study duties arising from the study programme in which the student is enrolled. Such provisions in scholarship programme contracts are null and void.
- (6) The average monthly amount of an entrepreneurship scholarship awarded to a student in one academic year must not exceed four times the amount of the subsistence minimum for a natural person of full age.
- (7) An entrepreneurship scholarship shall be awarded on the basis of a written application by the student addressed to the dean of the faculty.
- (8) The fulfilment of the conditions for the provision of the entrepreneurship scholarship shall be evaluated jointly by CU or the faculty and the entrepreneur. The awarding of the

entrepreneurship scholarship shall be notified to the student by CU or the faculty, including the conditions of its awarding.

- (9) CU is not liable for obligations of an entrepreneur in the payment of an entrepreneurship scholarship. Failure of the entrepreneur to perform the obligations to the student may present grounds for termination of the scholarship programme. Termination of the scholarship programme does not terminate the obligations of the entrepreneur towards the student concerned.
- (10) CU or the faculty is entitled to provide the entrepreneur and the entrepreneur is entitled to process the personal data of the student which are necessary for evaluation of the eligibility for the award of the entrepreneurship scholarships and the verification of the duration of conditions for its provision, in particular data on the student's course of study, study plan and weighted study average.
- (11) CU or the faculty shall enter data on entrepreneurship scholarship provided to it by an entrepreneur into the academic information system.
- (12) An entrepreneurship scholarship is provided directly to the student by an entrepreneur on the basis of a concluded entrepreneurship scholarship contract.

PART NINE COMMON AND FINAL PROVISIONS

Article 19 Common provisions

- (1) The Administrative Procedure Code does not apply to the procedure and decision-making on the awarding of motivational scholarships, pregnancy scholarships, scholarships from CU's own resources and doctoral scholarships.³⁵
- (2) Motivational scholarships and scholarships from CU's own resources shall be awarded to students admitted to study a joint programme of study, unless the agreement of universities on the joint programme of study stipulates otherwise.³⁶
- (3) Motivational scholarships and scholarships from CU's own resources are awarded by a decision. The decision on the award of the scholarship shall state the amount of the scholarship and the reasons for its award.³⁷
- (4) The provisions on the service of documents under the relevant part of the CU Rules of study governing proceedings concerning the academic rights and duties of students shall apply *mutatis mutandis* to the service of documents in proceedings concerning the award of

^{34a} The dean is authorized to act on behalf of the faculty. This provision shall be considered as an authorization for the dean of the faculty to act on behalf of Comenius University, Bratislava, in the matter of concluding contracts on the scholarship programme.

³⁵ S 108 (1) of the Act on Higher Education.

³⁶ S 54a (2) the fourth and fifth sentences of the Act on Higher Education.

³⁷ S 96a (2) and 97 (2) of the Act on Higher Education.

motivation scholarships, pregnancy scholarships and scholarships from CU's own resources.

- (5) Scholarships from the state budget and a scholarship from CU's own resources shall be provided by a cashless transfer to the bank account whose number the student has provided to the study department of the relevant faculty. The bank account number provided by the student shall be recorded in the academic information system.
- (6) Neither CU nor the faculty may make publicly available name lists or other lists containing personal data of students who have or have not been awarded a scholarship, nor may such lists be sent to students in a mass manner.

Article 20

Faculty Rules of scholarship

- (1) Should the CU faculty decide that it needs to regulate these Rules of scholarship in more detail on its own terms, it shall issue Faculty Rules of scholarship.³⁸
- (2) Taking into account the specific conditions of the faculty concerned and the fact that the faculty³⁹ decides on the awarding of a motivational scholarship from the state budget, the faculty scholarship regulation may deviate from the provisions of these Rules of scholarship in the following:
 - a) to establish criteria for the award of a field scholarship (article 5 (4)),
 - b) to establish the method of creation of waiting lists for the purpose of awarding a field scholarship (article 5 (5)),
 - c) to establish the method of determining the number of students to whom the dean shall award a field scholarship (article 5 (6)),
 - d) to establish that the number of students awarded a field scholarship or the amount of a field scholarship awarded shall depend on the degree of study, field of study, year of study or learning results, in order to increase the motivation to study particular fields of study or to increase the motivation to achieve better learning results (article 5 (6)),
 - e) to establish the circumstances under which the students in the first year of bachelor's degree study programmes or study programmes according to Section 53 (3) of the Act on Higher Education must apply for awarding of a field scholarships (article 5 (7)),
 - f) to establish the dates and the manner of awarding or providing a field scholarship (article 5 (9)),
 - g) to establish that a merit scholarships shall also be awarded to students in the first year of study of bachelor's degree study programmes and study programmes according to Section 53 (3) of the Act on Higher Education (article 6 (1)); in such a case, the faculty's scholarship regulation shall at the same time establish the criteria for the award of a merit scholarship to students in the first year of study of bachelor's degree study programmes and study programmes according to Section 53 (3) of the Act on Higher Education,
 - h) to establish that a merit scholarship shall also be awarded to students in an external form of study (article 6 (1)); in such a case, the faculty's scholarship regulation shall at the same time establish the criteria for the award of a merit scholarship to students in an external form of study,

³⁸ S 33 (3)(c) of the Act on Higher Education.

³⁹ S 96a (4) of the Act on Higher Education.

- i) to establish the criteria for the award of a merit scholarship (article 6 (2) to (5)),
 - j) to establish that a student in the first year of master's degree study programme shall be awarded a merit scholarship only if he or she has completed his or her bachelor's degree study at one of the CU faculties (article 6 (4)),
 - k) to establish the method of creation of waiting lists for the purpose of awarding a merit scholarship (article 6 (6)),
 - l) to establish the method of determining the number of students to whom the dean shall award a merit scholarship (article 6 (7)),
 - m) to establish that the number of students awarded a merit scholarship or the amount of a merit scholarship awarded shall depend on the degree of study, field of study, year of study or learning results, in order to increase the motivation to study particular fields of study or to increase the motivation to achieve better learning results (article 6 (7)),
 - n) to establish the dates and the manner of awarding or providing a merit scholarship (article 6 (10)),
 - o) to establish that an extraordinary scholarship shall be awarded on the basis of a call for submitting applications for the extraordinary scholarship and to establish the criteria for the call (article 7 (2)),
 - p) to establish the circumstances under which the students must apply for awarding of an extraordinary scholarship (article 7 (4)),
 - q) to establish that a one-time scholarship shall be awarded on the basis of a call for submitting applications for the one-time scholarship and to establish the criteria for the call (article 9 (2)),
 - r) to establish the circumstances and which the students must apply for awarding of a merit-scholarship (article 9 (3)),
 - s) to establish rules on the use of the faculty's scholarship fund (article 17 (1) to (4)), or
 - t) to establish the method of service of documents in proceedings for the award of motivational scholarships and scholarships from CU's own resources (article 19 (4)).
- (3) The more detailed provisions of the Faculty rules of scholarship pursuant to subsection 1 and the deviating provisions of the Faculty rules of scholarship pursuant to subsection 2 must be in accordance with
- a) generally binding legal regulation,
 - b) other provisions of these Rules of scholarship from which the faculty scholarship regulation must not deviate,
 - c) other internal regulations of CU,
 - d) the methodology for the allocation of the state budget subsidies for public higher education institutions for the relevant calendar year issued by the Ministry of Education,
 - e) a contract on the provision of a subsidy from the state budget of the Ministry of Education concluded for the relevant calendar year between the Ministry of Education and CU, and
 - f) the methodology for the allocation of subsidies from the state budget to faculties and other units of CU for the relevant calendar year.

Article 21

Final provisions

- (1) The awarding of dean's academic commendations and dean's awards is governed by the Internal regulations of the CU faculties.

- (2) On the date of entry into force of these Rules of scholarship, the Rules of scholarship of Comenius University, Bratislava, which were adopted by the CU Academic Senate in Bratislava on June 19, 2013 (Internal Regulation No. 9/2013), as amended by Internal Regulation No. 23/2015 Supplement No. 1, Internal Regulation No. 20/2016 Supplement No. 2, Internal Regulation No. 22/2017 Supplement No. 3 and Internal Regulation No. 8/2018 Supplement No. 4, shall be repealed.
- (3) An annex to these Rules of scholarship is

Annex No. 1 Model application form for the award of a pregnancy scholarship.
- (4) These Rules of scholarship came into force on March 28, 2018 and into effect on September 1, 2018.
- (5) Supplement No. 1 to the Rules of scholarship came into force on June 25, 2019 and into effect on July 1, 2019.
- (6) Supplement No. 2 to the Rules of scholarship came into force and effect on May 5, 2021.

Bratislava, May 12, 2021

prof. JUDr. Marek Števček, PhD.
Rector of Comenius University