



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

number: R 542

date: 2 January 2024

Rector's ordinance on the amount and date of payment of the bursary in 2024

1. This ordinance addresses the rules for the bursary pursuant to Section 91 (3) of Act No 111/1998, on Higher Education Institutions and on the Modification and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by later regulations (hereinafter as 'Act').
2. The entitlement to the award of the bursary and conditions for the award of the bursary are stipulated by Section 91 (3) of the Act and in the Scholarship, Bursary and Grant Regulations of the USB.
3. The amount of the monthly allowance of the bursary is one-quarter of the amount of the basic minimum wage rate for a month pursuant to the Government Regulation No 567/2006, on Minimum Wage, as amended by later regulations, rounded up to the nearest amount of ten in koruna:
 - a) the amount is CZK 4 050 for the period from 1 October to 31 December 2022;
 - b) the amount is CZK 4 330 for the period from 1 January to 31 December 2023;
 - c) the amount is CZK 4 730 for the period from 1 January 2024.
4. The bursary is awarded to students who are entitled to a child benefit pursuant to Section 17 of Act No 117/1995, on State Social Support, as amended, if the income ascertained in the family for the purpose of the child benefit does not exceed the product of the amount of the family's living minimum and the coefficient of 1.5.
5. The student substantiates his/her entitlement to the bursary by a written confirmation issued upon his/her request by the state social support body. The confirmation for the purpose of awarding the bursary is valid for 21 months from the end of the quarter for which the family's income was ascertained even in the case that the confirmation issued by the corresponding authority indicates a shorter period of validity. The student may make only one claim for the bursary in a specific period, i.e. only at one higher education institution regardless of the number of programmes the student is studying concurrently at USB or other higher education institutions.
6. The entitlement covering the period from January to June 2024 may be substantiated by a valid confirmation issued by a state social support body in compliance with the provision of paragraph 5 for the third calendar quarter of 2022 (in which case the confirmation remains valid until 30 June 2024) or by a valid confirmation issued by a body of state social support for the third calendar quarter of 2023 (in which case the confirmation remains valid until 30 June 2025).



7. The entitlement covering the period of September 2024 may be substantiated by a valid confirmation issued by a state social support body for the third calendar quarter of 2023 (in which case the confirmation remains valid until 30 June 2025) in compliance with the provision of paragraph 5.
8. The entitlement to the bursary for the period from October to December 2024, may be substantiated by a valid confirmation issued by a state support body for the third calendar quarter of 2023 (in which case the confirmation remains valid until 30 June 2025) in compliance with the provision of paragraph 5, or by a valid confirmation issued by a state social support body for the third calendar quarter of 2024 (in which case the confirmation remains valid until 30 June 2026).
9. Students who submitted the confirmation in compliance with paragraph 5 in the prior period, in which case the confirmation remains valid, do not submit the confirmation again.
10. The bursary is awarded by the decision of a dean on the basis of an application of a student. The student submits the application for the award of the bursary substantiated by a written confirmation of the state support body to the student affairs office of the faculty at which he/she is enrolled after enrolment or as soon as the entitlement to the bursary arises, should it arise in the course of studies.
11. The student affairs office checks for which months the student, who met the conditions for the award of the bursary, is in compliance with the requirement of studies within the standard period of time (i.e. that the student did not suspend or terminate his/her studies or that he/she did not exceed the standard length of studies).
12. Deans are to award the bursary to all applicants who met the conditions pursuant to paragraphs 4 and 5 for the months during which the applicants were students in the period of the standard length of studies including retroactively for all months for which he/she substantiated his/her entitlement to the award of the bursary. The bursary is awarded for the period of the standard length of studies for ten months in an academic year. The bursary is not awarded for the months of July and August. Should the student meet conditions of the entitlement to the bursary only for a part of the calendar month, the bursary is awarded in the amount corresponding to that of a whole calendar month.
13. Student affairs offices deliver decisions issued via the electronic information system of USB, i.e. to the University email address of the student registered in IS STAG. The day following the day when the decision is made accessible to the student in the electronic information system, i.e. the day following the day when the decision is sent to the University email address of the student, is considered to be the day of delivery and notification concerning the decision.
14. After the decision concerning the award of the bursary becomes final, the bursary is paid in three instalments covering the periods January to March, April to June and September to December. According to the entitlement ascertained, the payment of the corresponding multiple of the monthly benefit is arranged by a transfer from the relevant account of USB to the bank account that the student indicated in his/her application for the award of the bursary. In well-founded cases, deans may decide on the payment of the bursary in cash upon the student's request.
15. The bursary is to be disbursed within these deadlines:
 - by the 15th day following the day on which the decision concerning the award of the bursary became final for the period prior to 2024 (bursary awarded retroactively),
 - by 15 April 2024 for the period from January to March 2024,
 - by 15 June 2024 for the period from April to June 2024,
 - by 15 December 2024 for the period from September to December 2024.



16. The Rector's Ordinance No R 516 on the amount and date of payment of the bursary in 2023 is hereby rescinded.

prof. PhDr. Bohumil Jiroušek, Dr., v. r.
Rector

Prepared by: Vice-Rector for Student Affairs

Distribution list: deans of faculties, vice-dean for student affairs, heads of student affairs offices of USB
faculties, Bursar