

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

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I. General information about higher education in the Czech Republic

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

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

The conditions of university study and the relationship between autonomous universities and the state are regulated by the Universities Act (Act No 111/1998 concerning universities and amending certain other laws, as amended).

Higher education is achieved by pursuing an accredited study programme offered by a university, in a form set in the study plan. The study plan lays down the timeframe and sequence of courses, the form of study, and the examination procedure. Study can take the form of full-time study, distance learning, or a combination of these.

The Universities Act defines the following types of study programmes:

- a) The **Bachelor study programme**, designed as a programme of training for a profession, or as a programme of preparation for Master's degree courses. The Bachelor study programme directly applies contemporary knowledge and methods; it also embraces theoretical observations to the extent required. The standard period of study, including practical training, is a minimum of three and a maximum of four years. Studies are completed by taking a final state examination, which usually includes a defence of the Bachelor's thesis. Graduates receive the academic title 'bakalář' (Bachelor), abbreviated as 'Bc.' (used before the holder's name), or in the field of art 'bakalář umění' (Bachelor of Arts), abbreviated as 'BcA.' (used before the name).
- b) The **follow-up Master study programme**, which follows on from a Bachelor study programme. The standard period of study is a minimum of one and a maximum of three years.
- c) The **Master study programme**, which does not follow on from a Bachelor study programme. The standard period of study is a minimum of four and a maximum of six years.

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

In response to developments in European higher education, and in an effort to harmonize the structure of study at most universities, the four- to six-year Master study programmes have been transformed into a two-tier system: a Bachelor study programme (3 – 4 years) and a follow-up Master study programme (1 – 3 years). This structured study will enable more students to obtain a university degree and should reduce the risk of students dropping out of universities after several years without obtaining any formal qualifications. Master study programmes with a standard period of study of 4 – 6 years are available in selected fields of study, such as medicine, dentistry, veterinary medicine and law. In other fields, these longer Master programmes are rare and are currently intended in the main to enable current students to complete their studies.

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

- in the fields of economics, technical sciences and technology, agriculture, forestry and military studies: 'inženýr', abbreviated as 'Ing.',
- in the field of architecture: 'inženýr architekt', abbreviated as 'Ing. arch.',

- in the field of medicine: ‘doktor medicíny’, abbreviated as ‘MUDr.’,
- in the field of dentistry: ‘zubní lékař’, abbreviated as ‘MDDr.’,
- in the field of veterinary medicine and hygiene: ‘doktor veterinární medicíny’, abbreviated as ‘MVDr.’,
- in the field of art: ‘magistr umění’, abbreviated as ‘MgA.’,
- in other fields: ‘magistr’, abbreviated as ‘Mgr.’.

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

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

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

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

Up-to-date information about the accredited study programmes and fields of study is published by universities on their websites (see the attached directory of public universities in the Czech Republic). An overview of accredited study programmes in the Czech Republic is also available at http://www.msmt.cz/uploads/soubory/vysoke_skoly/studprog/CelkovyprehledASpr10042007.xls and also at www.studyin.cz.

Admission procedure

A condition of admission to a Bachelor or Master study programme is completion of full secondary education or full secondary vocational training; a condition of admission to a follow-up Master’s degree course is the completion of a Bachelor study programme; a condition of admission to a Doctoral study programme is the completion of a Master study programme.

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

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

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

Studies

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

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

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

Students pursue their chosen study programme; they select subjects and create a study plan in accordance with the rules of the study programme. They sit examinations in accordance with the conditions laid down for their study programme or by the rules of study and examination. Those students who satisfy the obligations set for their study programme or by the rules of study and examination are entitled to register for the next stage of their study programme.

Interruption of studies

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

Completion of studies

Students may graduate on completing the relevant study programme.

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

Studies may be terminated:

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

Study fees

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

The Act No.111/1998 Coll. on Higher Education provides only for the following study fees:

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

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

Scholarships granted by universities

University students may be awarded scholarships.

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

Directory of public universities in the Czech Republic (further information at www.studyin.cz)

Website http://www.	University	Address
amu.cz	Academy of Performing Arts, Prague	Malostranské náměstí 12, 118 00 Praha 1
avu.cz	Academy of Fine Arts, Prague	U Akademie 4, 170 22 Praha 7
cuni.cz	Charles University, Prague	Ovocný trh 5, 116 36 Praha 1
cvut.cz	Czech Technical University, Prague	Zikova 4, 166 34 Praha 6
czu.cz	Czech University of Life Sciences, Prague	Kamýcká 129, 165 21 Praha 6
jamu.cz	Janáček Academy of Music and Performing Arts, Brno	Beethovenova 2, 662 15 Brno
jcu.cz	University of South Bohemia, České Budějovice	Braníšovská 31, 370 05 České Budějovice
mendelu.cz	Mendel University of Agriculture and Forestry, Brno	Zemědělská 1, 613 00 Brno
muni.cz	Masaryk University, Brno	Žerotínovo náměstí 9, 601 77 Brno
osu.cz	University of Ostrava, Ostrava	Dvořákova 7, 701 03 Ostrava 1
slu.cz	Silesian University, Opava	Na Rybníčku 626/1, 746 01 Opava
uhk.cz	University of Hradec Králové	Rokitanského 62, 500 003 Hradec Králové
ujep.cz	Jan Evangelista Purkyně University, Ústí nad Labem	Hoření 13, 400 96 Ústí nad Labem
upce.cz	University of Pardubice	Studentská 95, 532 10 Pardubice
upol.cz	Palacký University, Olomouc	Křížkovského 8, 771 47 Olomouc
utb.cz	Tomas Bata University, Zlín	Nám. T.G.Masaryka 5555, 760 01 Zlín
vfu.cz	University of Veterinary and Pharmaceutical Sciences, Brno	Palackého 1-3, 612 42 Brno
vsb.cz	VŠB – Technical University of Ostrava	17. listopadu 15, 708 33 Ostrava - Poruba
vscht.cz	Institute of Chemical Technology, Prague	Technická 1905/5, 166 28 Praha 6
vse.cz	University of Economics, Prague	náměstí Winstona Churchilla 4, 130 67 Praha 3
vslib.cz	Technical University of Liberec	Studentská 2, 461 17 Liberec
vspji.cz	College of Polytechnics	Tolstého 16, 586 01 Jihlava
vstecb.cz	Institute of Technology and Economy, České Budějovice	Okružní 10, 370 01 České Budějovice
vsup.cz	Academy of Arts, Architecture and Design, Prague	náměstí Jana Palacha 80, 116 93 Praha 1
vutbr.cz	Brno University of Technology	Antonínská 1, 601 90 Brno
zcu.cz	University of West Bohemia, Plzeň	Univerzitní 8, 306 14 Plzeň

II. Czech government scholarships

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

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

As part of its international development cooperation, the Czech Republic offers scholarships to foreign nationals for the standard period of study in Bachelor, Master, follow-up Master and Doctoral study programmes. Places at public universities in the Czech Republic earmarked for government scholarship grantees are created by Czech government resolutions in a joint project run by the Ministry of Education, Youth and Sports (MEYS) (www.msmt.cz) and the Ministry of Foreign Affairs (MFA) (www.mzv.cz).

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

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

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

- Bachelor study programme taught in Czech,
- Master study programme taught in Czech,
- follow-up Master study programme taught in English,
- Doctoral study programme taught in English,

and for studies at a Charles University Institute for language and preparatory studies (ILPS), provided in advance of study programmes taught in Czech.

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

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

Scholarships for follow-up Master and Doctoral study programmes taught **in English** are granted to students enrolling in selected study programmes in the fields of **economics (business), informatics and agriculture**.

An overview of fields of study that may be studied in the English language at Czech public higher education institutions as part of the Czech government scholarship scheme.

Institution, faculty	Study programme	Field of study
Charles University, CERGE (Centre for Economic Research and Graduate Education)	Doctoral study programme	6201 Economics
Charles University, Faculty of Social Sciences – Institute of Economic Studies	Follow-up Master study programme	6201 Economics
Mendel University of	Doctoral study	1407 Agricultural chemistry

Agriculture and Chemistry, Faculty of Agronomy	programme	
University of Hradec Králové, Faculty of Informatics and Management	Follow-up Master study programme	Information Management N6209 System Engineering and Informatics
Czech University of Life Sciences in Prague, Faculty of Engineering	Follow-up Master study programme	Technology and Environmental Engineering N4110
Czech University of Life Sciences in Prague Faculty of Economics and Management	Follow-up Master study programme	System Engineering and Informatics N6209
Czech University of Life Sciences in Prague, Faculty of Forestry and Wood Sciences	Follow-up Master study programme	Forestry, Water and Landscape Management N4107
Czech University of Life Sciences in Prague Faculty of Agrobiolology, Food and Natural Resources	Follow-up Master study programme	Natural Resources and Environment N4153

Czech government scholarships are not granted to study programmes other than those stated in the table above.

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

The procedure for government scholarships to cover courses taught in English differs in certain respects from the procedure applied to courses taught in Czech. Accordingly, please make sure that you follow the right instructions.

1. Scholarships for Bachelor or Master study programmes taught in Czech

1.1. Applications

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

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

The applicants present the following documentation in two copies (two separate identical files):

- a) **the application form (questionnaire)** with a pasted photograph; the entire form must be filled in, preferably in English or Czech, either on a typing machine or in capital letters; enclosed are addresses of the applicant's permanent residency since at least two years ago, a photocopy of his/her passport if issued, specification of the study plan and a structured CV containing information about all current and completed studies of the applicant including addresses of the relevant educational institutions, data about employment (name of company, address, position and job description), and a list of foreign visits and stays over the last five years .
- b) **a statement to the effect that the applicant has been acquainted with the Instructions** regarding the Scholarship Scheme of the Government of the Czech Republic (Annex 1),
- c) **a statement to the effect that the applicant has been acquainted with the Conditions for the Provision of Healthcare** (Annex 2)
- d) for the purpose of admission proceedings to a full-time Bachelor or Master study programme:
 - **an officially verified copy of a certificate of completed secondary education,**
 - a list of subjects studied in individual years in secondary school and the number of teaching periods allocated to them (**curriculum timetable**), or a certificate of the scope of practical training.
If these documents do not exist in the relevant country, the relevant consular office of the Czech Republic will issue an explanatory statement to this effect that will be included into the applicant's documentation. In this case the applicant must be aware that he/she will have to take a compensatory examination in the CR in accordance with Czech legislation.
 - **an officially verified translation** into Czech of the certificate of completed secondary education and the list of subjects in individual years of secondary school (preferably a Czech translation verified by the relevant consular office of the Czech Republic).
 - (applicants for studies of technical disciplines must also present verified end-of-year school reports)

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

Certificates of education issued in states with which the Czech Republic has entered into a treaty on legal assistance in civil matters that contains provisions on mutual recognition of documents without the need for their further authentication do not require authentication of the signature and stamp on the original certificates of education by a mission of the Czech Republic and the foreign ministry or a

notary in the state in which the school is seated. These documents may be presented **without further legalization**.

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

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

Applications for recognition of certificates of secondary or post-secondary vocational training must be submitted to the Regional Authority in the region where the foreign national resides in the Czech Republic.

(In the case of certificates of higher education, applications for recognition of such certificates must be submitted to a public university offering a study programme similar to that completed by the foreign national. For more details, see the information relating to follow-up Master programmes and Doctoral programmes.)

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

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

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

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

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

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

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

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

1.2. Material provisions and financial arrangements for scholarship grantees

Under a Decision of the Ministry of Education, Youth and Sports, a Czech government scholarship is granted for three- to four-year **Bachelor** study programmes or four- to six-year **Master** study programmes, where grantees participate in a specific study programme – taught in Czech – at a public university (or faculty thereof) as **full-time** students for a period equal to the standard period of study. Scholarships are not transferable to other persons or to different academic years. As soon as a scholarship is awarded, it is not possible to change the selected public university, study programme, or field of study.

Appeals against decisions may be lodged in the set time limit with the MEYS, Karmelitská 7, 118 12 Praha 1.

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

On admission to a university, students are required to submit an application for a Scholarship Award for a standard period of study in respect of the study programme for which they have been admitted; they submit this application, via their centre for language and preparatory studies, to the Study Department of the Centre for International Services of the Ministry of Education, Youth and Sports. Based on this application a Decision on Scholarship Award to support studies in a given field and study programme for the **standard period of study** will be issued for the student. Universities will not disburse scholarships to students who fail to take receipt of a Scholarship Award and fail to confirm receipt thereof.

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

A scholarship covers the strictly necessary costs of living and studying in the Czech Republic. The amount of a scholarship is adjusted regularly; it currently stands at CZK 9,000 per month for Bachelor and Master students and CZK 9,500 per month for Doctoral students. The scholarship includes an amount intended to cover the cost of accommodation.

Students also receive free tutoring and free essential health care in case of illness or accident under the same conditions as Czech citizens. The costs of accommodation, food and public transport are covered by grantees out of their own resources under the same conditions as students who are Czech citizens.

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

1.3. Arrival in the Czech Republic, international travel expenses

All students are required to make arrangements to arrive in the Czech Republic by the set date. This date is set in **the Decision of the Ministry of Education, Youth and Sports of the Czech Republic**; no students can be accepted for courses after 15 October.

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

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

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

Charles University, Prague
Institute for Language and Preparatory Studies
Vratislavova 10
Praha 2
phone: 00420/224990455, 00420/224990411
fax: 00420/224990440
e-mail: ujop@ruk.cuni.cz

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

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

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

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

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

The Czech side may provide only a contribution (to which there is no legal entitlement) in the event of repatriation proposed by the Ministry of Health and in the most pressing hardship cases.

2. Scholarships for follow-up Master or Doctoral study programmes taught in English

2.1. Applications

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

Applicants who have long-term residence in the Czech Republic at the time of their application should submit the necessary documents via the MFA Department for Development Cooperation by 31 December of the preceding year. (Foreign nationals who have been granted **permanent residence** in the Czech Republic **are not eligible** to apply for Government scholarships.)

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

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

The applicants present the following documentation in two copies (two separate identical files):

- a) **the application form (questionnaire)** with a pasted photograph; the entire form must be filled in preferably in English or Czech, either on a typing machine or in capital letters; enclosed are addresses of permanent residency since at least two years ago, a photocopy of a passport if issued, specification of the study plan and a structured CV containing information about all current and completed studies of the applicant including addresses of the relevant educational institutions, data about employment (name of company, address, position and job description), and a list of foreign visits and stays over the last five years.
- b) **a statement to the effect that the applicant has been acquainted with the Instructions** regarding the Scholarship Scheme of the Government of the Czech Republic
- c) (Annex 1),
- d) **a statement to the effect that the applicant has been acquainted with the Conditions for the Provision of Healthcare** (Annex 2)

e) for the purpose of admission proceedings to full-time studies:

ea) follow-up Master study programme:

- an officially verified copy of a diploma, certificate or similar **document testifying to proper completion of a Bachelor study programme**,
- an officially verified copy of the **Supplement to Diploma**, or a list of lectures attended and examinations taken, including their scope and marks awarded,
- **an officially verified translation** into Czech of certificates of proper completion of a Bachelor study programme and the Diploma Supplement, or of a list of lectures attended and examinations taken (preferably a Czech translation verified by the relevant consular office of the Czech Republic).

eb) Doctoral study programme:

- an officially verified copy of a diploma, certificate or similar **document testifying to proper completion of a Master study programme**,
 - an officially verified copy of the **Supplement to Diploma**, or a list of lectures attended and examinations taken, including their scope and marks awarded,
 - **an officially verified translation** into Czech of certificates of proper completion of a Bachelor study programme and the Diploma Supplement, or of a list of lectures attended and examinations taken (preferably a Czech translation verified by the relevant consular office of the Czech Republic)
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- **and (in English)**
 - a list of publication activities
 - an outline of professional issues on which the applicant intends to focus during the Doctoral studies
 - a topic intended for the dissertation (3 – 5 pages)
 - two letters of recommendation from professors at academic institutions
 - possibly other certificates of qualification upgrades and of professional/research activities to date.

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

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

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

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

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

- a public university which offers a study programme of similar content
- the Ministry of Education, Youth and Sports if the Czech Republic is bound by an international treaty on mutual recognition of the equivalence of qualifications
- the Ministry of Defence in respect of university qualifications in the field of military studies
- the Ministry of the Interior in respect of university qualifications in the field of security services

- f) **an officially certified copy of the applicant's birth certificate**, translated into Czech and legalized by a mission of the Czech Republic (required for the application for a personal ID number),
- g) **a medical certificate on the candidate's state of health**, not more than two months old, with an official translation into English or Czech.
- h) **an internationally recognized certificate evidencing proficiency in English (issued in English)**
- i) **an English language test (to be taken at a Czech mission or the MEYS Centre for International Services on the submission of documentation)**

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

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

2.2. Material provisions and financial arrangements for grantees

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

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

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

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

Students also receive free tutoring and free essential health care in case of illness or accident under the same conditions as Czech citizens. The costs of accommodation, food and public transport are covered by grantees out of their own resources under the same conditions as students who are Czech citizens.

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

2.3. Arrival in the Czech Republic, international travel expenses

All students are required to make arrangements to arrive in the Czech Republic by the set date. This date is set in **the Decision of the Ministry of Education, Youth and Sports of the Czech Republic; no students can be accepted** for courses after 15 October.

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

All students are required to announce the time and date of their estimated arrival by sending an e-mail to vladni.stipendia@dzs.cz.

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

On arrival in the Czech Republic, everyone must reckon with initial financial expenses, out of their own resources, of approximately CZK 3,000 – CZK 5,000 for administrative fees connected with their studies, and other costs as required (e.g. clothing, the translation and recognition of documents, etc.). Before departing for the Czech Republic, all grantees must take due note of the **climate in Central Europe** and select clothing accordingly. In the winter (December to March) temperatures can fall to as low as -20 °C (-4 °F).

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

The Czech side may provide only a contribution (to which there is no legal entitlement) in the event of repatriation proposed by the Ministry of Health and in the most pressing hardship cases.

3. Cessation of a right to a scholarship

A right to a scholarship expires:

- a) during any interruption of studies or on completion of studies,

- b) during a government scholarship grantee's absence from the Czech Republic, if this absence lasts for longer than 30 successive calendar days,
- c) The right to an awarded scholarship also expires and the scholarship is not disbursed if applicants fail to commence language and preparatory studies or fail to enrol for the study programme for which the scholarship has been awarded without submitting a duly reasoned request for the postponement of the study start date within 30 calendar days of the study start date (usually by 1 October of the current year). After 15 October of the current year, a government scholarship grantee cannot be admitted and the scholarship place is cancelled,
- d) if a government scholarship grantee obtains authorization to stay in the Czech Republic as permanent resident under a residence permit,
- e) on the date of entry into force of another (amending) Decision issued to the foreign national by the Ministry of Education, Youth and Sports, including on the foreign national's own initiative, based on a change in circumstances decisive for the assessment of the original scholarship application, or based on the discovery of incorrect information in the original application and documentation submitted,
- f) if government scholarship grantees are not present in the Czech Republic for more than 15 calendar days in any given month for reasons other than study purposes, only **half the amount** of the awarded monthly scholarship is disbursed for that month.

The disbursement of a scholarship ends:

if students:

- a) abandon their studies
- b) are expelled from their course
- c) obtain a Decision of MEYS on the basis of deception or false information
- d) engage in other activities which are to contrary to legislation in force in the Czech Republic
- e) are required to repatriate, at the proposal of the Ministry of Health, on the grounds that they are discovered to be seriously ill (see below)

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

4. Residence of aliens in the Czech Republic

Aliens may travel to the Czech Republic for study purposes only provided that they are granted a **visa for a stay exceeding 90 days for study purposes** in accordance with Act No 326/1999 concerning the residence of aliens in the Czech Republic and amending certain laws. As soon as applicants receive a the Decision of MEYS, they should **apply for a visa without undue delay.**

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

- a) a valid travel document,
- b) a document proving the purpose of the stay in the country (the Decision issued by the Ministry of Education, Youth and Sports of the Czech Republic, in which the amount of the scholarship, the accommodation address and coverage of healthcare costs are specified),
- c) a copy of an entry in the Crime Register of the Czech Republic (only a completed form) and a similar document from the state of which the alien is a citizen, and from any states where the alien has resided continuously for more than six months in the last three years, as the basis for an assessment of the alien's clean criminal record, or an affirmation in cases where the state concerned does not issue such documents,
- d) two rectangular photographs (35 mm x 45 mm) standing on the shorter edge, with straight or rounded corners, between 0.13 mm and 0.27 mm thick, with a frontal of the person's face (looking into the lens). The minimum distance between the upper edge of the head and the upper edge of the photograph is 2 mm. The minimum length of the facial part of the head, comprising the distance from the root of the nose to the chin, is 13 mm. Retouching or other modification of the negative or positive is not permitted.

- e) At the request of a mission or the police, a medical report stating that the applicant does not suffer from any serious diseases may be required. The submission of such a report may be demanded especially in cases where there is good reason to believe that the applicant may suffer from a serious disease.

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

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

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

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

5. Conditions for the provision of health care

Czech Republic government scholarship grantees receive essential health care in the case of illness or accident under the same conditions as Czech citizens. The cost of this care is paid directly by the Ministry of Health to the healthcare facility providing the care.

Since the main reason for the stay of government scholarship grantees in the Czech Republic is to study and receive higher education and not to receive medical treatment, the following procedure applies.

On arrival in the Czech Republic, government scholarship grantees are **required** to undergo an **initial medical examination** before they start their studies (within a month of their arrival). If, during the initial medical examination or at any time during their studies, government scholarship grantees are found to have a serious disease requiring long-term hospitalization or costly treatment, the doctor treating them is obliged to report this fact to the Ministry of Health.

Examples of serious diseases include: **all forms of tuberculosis, leprosy, plague, all sexually transmitted diseases at any stage of development, neuroses, psychopathic disorders, psychoses, epilepsy, post-injury conditions, severe dietary problems, serious cardiovascular disorders, chronic respiratory diseases, urinary, kidney, liver, or digestive system disorders, tumour diseases, active trachoma, an acute form of parasitic disease, post-malaria disease, or a condition after rheumatic fever.**

Following an assessment of a student's medical fitness, the Ministry of Health may submit a proposal to the Education Ministry that the student be repatriated.

On the basis of the repatriation proposal, the MEYS invites the government scholarship grantee to return to his or her country by a set date and terminates the disbursement of the scholarship. As of the date on which the disbursement of the scholarship is terminated, the student loses the status of government

scholarship grantee, and as of the next day he or she is required to arrange and pay for all costs of treatment and residence in the Czech Republic out of his or her own resources.

The Ministry of Health **does not cover health care relating to pregnancy, birth or child care** for government scholarship grantees. If a government scholarship grantee is found to be pregnant, it is recommended that she interrupt her studies and return to her home country for the necessary period. **We strongly recommend that** students who decide to continue their studies **take out individual health insurance for themselves and their child at their own expense.**

For the sake of illustration, we present the costs of contractual health insurance:

Foreign female students may take out contractual health insurance (valid for those aged 18-20 years) called 'Pregnancy + standard' or 'Pregnancy + acute dentistry'. 'Pregnancy + standard' costs CZK 2,850 per month, and CZK 3,230 with dentistry. Both are paid as a lump sum for 9 months – regardless of how far the student's pregnancy has progressed. The student must undergo an initial medical examination, which can only be performed at the hospitals Na Františku, Motol Teaching Hospital, or Na Homolce. The initial examination costs CZK 3,000. The results of the examination are assessed by the insurance company's doctor, who will recommend that an insurance contract is not concluded if the pregnancy is deemed high risk.

Contractual insurance is used to cover all care during pregnancy, birth and post-natal care for a child for the first three months of its life up to a limit of CZK 500,000, but only if the child is hospitalized in a maternity hospital. This care does not replace the child's separate health insurance. We bring attention to the fact that if the cost of health care given to a child in a maternity hospital exceeds CZK 500,000, it must be covered by the child's legal guardian.

When a child leaves the maternity hospital, it may be insured under the same conditions as an adult. This means that it must undergo an initial examination, which costs CZK 2,500 (this is not carried out at Na Františku Hospital, as there is no children's ward there). The insurance premiums for children aged 0-17 years are CZK 1,240 per month and are payable for the entire insurance contract in advance; the minimum contract duration is 6 months. The opinion of the insurance company's doctor is also taken into account here.

This contractual insurance is similar to public insurance. This means it applies, for example, to health care in the event of a 'sprained ankle, broken leg, etc.'

'Pregnancy + dentistry' contractual insurance only covers necessary, emergency dental care costing up to CZK 10,000.

The contractual health insurance schemes mentioned above require co-payment for outpatient prescription drugs, at a cost of CZK 100 per prescription.

Prescription drugs which cost less than CZK 100 are covered in full by the contractual policyholder. In other respects, the procedure is the same as for policy holders insured on a mandatory basis, with the following differences:

- if a drug costing more than CZK 100 is prescribed for a mandatory policy holder, it is covered by the insurance company in full, whereas a contractual policy holder must pay CZK 100,*
- if a drug is prescribed for which a mandatory policy holder must pay a certain amount, a contractual policy holder must pay that same amount plus CZK 100.*

Foreign students/government scholarship grantees (as well as Czech nationals) shall also be subject to the following:

1) Payment of a regulatory fee in the amount of CZK 30 for each appointment with

- general practitioner;
- paediatrician;
- gynaecologist;
- specialist (e.g. surgeon, orthopaedist, urologist, neurologist, etc.);

- clinical psychologist;
- dentist.

The regulatory fee shall not be paid in the following cases:

preventive medical examination by general practitioner, gynaecologist and/or dentist;

phone consultation between medical doctor and patient;

laboratory and diagnostic examination, if required by medical doctor (e.g. X-ray, sonography, etc.);

prescription without clinical examination.

2) Payment of a regulatory fee in the amount of CZK 30 in pharmacies

for disbursement of each fully or partly reimbursed medicinal product.

Provided a medical doctor prescribes two types of medication on a single prescription, the patient shall pay CZK 30 for each medication, i.e. CZK 60.

3) Payment of a regulatory fee in the amount of CZK 60

for each day spent in inpatient care (hospital).

4) Payment of a regulatory fee in the amount of CZK 90

for emergency care provided by a health care institution (outside working days and/or during working days between 5.00 p.m. and 7.00 a.m.).

Declaration

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

I, country:, date of birth:

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

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

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

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

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

Done at, on

.....
signature of the scholarship applicant

received on behalf of the Czech mission

Declaration

of acquaintance with the Conditions for the provision of health care

I, country:, date of birth:

hereby confirm, as an applicant seeking a scholarship from the Government of the Czech Republic, that I have carefully studied the Conditions for the provision of health care over the duration of the scholarship. I declare that if a scholarship is granted to me under a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and I accept the scholarship, I **accept these conditions**.

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

Done at, on

.....
signature of the scholarship applicant

received on behalf of the Czech mission