Internal regulation
of the University of Ss. Cyril and Methodius in Trnava
12/2021

Scholarship regulations of the University of Ss. Cyril and Methodius in Trnava

§ 1
General Provisions

1. Scholarship regulations of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "scholarship regulations") is processed in accordance with § 15 par. 1 letter j) Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as the "the Act") and Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll. on the granting of social scholarships to university students, as amended (hereinafter referred to as the "decree on the awarding of scholarships").
2. The task of the scholarship regulations is to:
    a) define the individual types of scholarships provided by the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "UCM"),
    b) define the sources from which scholarships will be paid,
    c) establish the basic principles and procedure for awarding individual scholarships,
    d) determine the competencies and responsibilities of individual UCM employees.
3. UCM faculties issue scholarship regulations if they decide that they need to adjust the UCM Scholarship Regulations in more detail to their own conditions.

§ 2
Sources

1. Scholarships are provided from:
    a) subsidy funds,
    b) own resources.
2. Subsidy funds are funds from the state budget provided as part of special purpose subsidies of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MŠVVaŠ SR").
3. Own resources are funds from the scholarship fund, grants, donations, inheritance, business results and other income.
4. The scholarship fund is created in accordance with § 92 par. 20 of the Act on Higher Education, namely in the amount of at least 20% of income from school fees according to § 92 par. 5 and par. 6 of the Act on Higher Education.

§ 3
Types of scholarships

1. University students may be awarded the following scholarships:
    a) social scholarship (according to § 4 of the scholarship regulations),
    b) motivational scholarship (according to § 5 of the scholarship regulations),

c) special purpose scholarship (according to § 6 of the scholarship regulations), d) doctoral scholarships (according to § 7 of the scholarship regulations),

d) pregnancy scholarships (according to § 8 of the scholarship regulations).

2. The scholarship can be awarded as a one-time or monthly financial amount, paid during a specified time interval within one academic year, in the case of doctoral scholarships for the interval from the beginning of the studies to the completion of the dissertation examination and from the completion of the dissertation examination to the completion of the study.

§ 4
Social scholarships

1. Students of study programs of the first two degrees and study programs according to § 53 par. 3 of the Act on Higher Education, who have a permanent residence in the Slovak Republic, are granted a social scholarship based on the fulfilment of the established conditions. Social scholarship contributes to the payment of costs associated with studies. A student has a legal right to a social scholarship.
2. Following students are not entitled to a social scholarship:
   a) the student studying a bachelor study program if he/she has already achieved a bachelor's university education,
   b) the student who has already achieved a master's university education,
   c) the student who was provided with a social scholarship in the relevant year of study in the study program of the relevant degree of higher education; for the purposes of this paragraph, the first three years of study in study programs according to § 53 par. 3 of the Act on Higher Education considers studying in the study program of the first degree and the fourth and subsequent years of study as studying in the study program of the second degree, while the fourth year of study in the study program according to § 53 par. 3 of the Act on Higher Education, for the purposes of this paragraph, is considered the first year of study in a second-level study program and subsequent years of study accordingly; the period during which the student received a social scholarship in the relevant year of study is rounded up to whole years,
   d) who studies the relevant study program longer than its standard length of study,
   e) who studies in a part-time form of study.
3. A student with specific needs may be granted a social scholarship even after exceeding the standard length of study if this exceeding is caused by his/her disability.
4. The income of the student and the persons assessed together with him/her is decisive for the awarding of the social scholarship. The income limit for entitlement to a social scholarship and the amount of the social scholarship is derived from the subsistence minimum amounts determined by a special regulation.[1]
5. The income decisive for assessing the right to a social scholarship, the range of jointly assessed persons, the income limit for the creation of the right to a social scholarship, its

[1] Act no. 601/2003 Coll. on the minimum living wage and on the amendment of certain laws as amended.

amount and other details on the awarding of a social scholarship are governed by a special regulation.[2]

6. The rector of UCM decides on the right to award a social scholarship in the case of students of university study programs and the dean of the faculty in the case of students of study programs that take place at the faculty. If the student does not meet the conditions for awarding the social scholarship, UCM will not award it.
7. UCM provides a social scholarship in the 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 provided by the student in the application for the award of the social scholarship.
8. Social scholarships are paid from subsidy funds (§2, paragraph 2 of the scholarship regulations).

§ 5
Motivational scholarships

1. The UCM awards students a motivational scholarship from the state budget in accordance with the relevant provisions of the Act on Higher Education for excellent performance of study duties, achievement of excellent results in the field of study, research, development, artistic or sports activities.
2. UCM will decide on the awarding of the motivational scholarship. The decision shall state the amount of the motivational scholarship and the justification for the award.
3. UCM can award a motivational scholarship:
    a) for an excellent performance of study duties,
    b) for achieving an excellent result in the field of study, research, development, artistic or sports activities.
4. Motivational scholarship for an excellent performance of study obligations is awarded to:
    a) students of university study programs by the rector of UCM,
    b) students of faculty study programs by the dean of the relevant faculty in accordance with the scholarship regulations of the faculty. If the faculty does not have its own scholarship regulations, the scholarship is awarded by the rector on the proposal of the dean in accordance with the UCM scholarship regulations.
5. The rector of the UCM establishes, on the proposal of the deans of the faculties, in the relevant academic year, "Criteria for the provision of a motivational scholarship for an excellent performance of study duties".
6. The student does not apply for a motivational scholarship for the excellent performance of study duties.
7. Motivational scholarship for excellent results in the field of study, research, development, artistic or sports activities can be awarded to students for:
    a) excellent results in scientific activities, for excellent results in student scientific professional activities in artistic activities or in sports activities,

[2] Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll. on awarding social scholarships to university students, as amended.

b) for the successful representation of an individual part of UCM or the Slovak Republic in art, sports or knowledge competitions,

c) excellent performance of study duties during the entire course of study,

d) an exceptionally high-quality final thesis.

8. A scholarship can only be awarded once for the same result

§ 6
Scholarships from the university's own resources

1. UCM can grant, within the limits of possibilities, to students and graduates who have not passed more than 90 days since the proper end of their studies, special-purpose scholarships from their own resources, especially for an excellent performance of study duties, achievement of excellent results in the field of study, research, development, artistic or sports activities or as a one-time or regular social support.
2. Scholarships from own resources can be awarded for:
   a) excellent fulfilment of study obligations during the entire course of study within the standard length of study,
   b) an exceptionally high-quality final thesis,
   c) solving or co-solving an invention, patent, or original process,
   d) original contribution in international or national Slovak professional periodical or non-periodical printed or non-printed media, original work, communique, etc.,
   e) leading position in the national or international Student Research Activities (ŠVOČ) or competition set to its level,
   f) leading position in a national or international art or interpretation competition, or in a similar sports competition,
   g) excellent scientific, research, development and other creative results contributing to the deepening of knowledge (participation in a scientific project, scientific research activity at the workplace and other activities),
   h) exemplary civic actions, for successful sports activities, or other UCM representation at the national or international level.
3. Scholarships from own University resources can be provided in case of a difficult social situation of the student.
4. Scholarships from own University resources are awarded to students by the rector of UCM on the proposal of the vice-rector, dean or director of the institute.
5. Scholarships from own resources are paid from UCM's own resources, depending on the volume of funds.

§ 7
Scholarships in doctoral study programs

1. A university or an external educational institution provides a scholarship to a full-time student in a doctoral study program. A student of a doctoral study program in the full-time

form of study with permanent residence in a member state is entitled to a scholarship during the standard length of study of the study program to which he was accepted if he has not already obtained a third-level university education:

a) until the completion of the dissertation examination in the amount of at least 6th salary grade and the 1st salary degree of the special salary scale of university teachers and research and development employees according to special regulation[3] and

b) after passing the dissertation exam at least in the amount of the 7th salary grade and the 1st salary degree of the special salary scale of university teachers and research and development employees according to special regulation.[3]

2. UCM will decide on awarding the scholarship. The decision shall state the amount of the scholarship and the justification for the award.
3. The rector of UCM decides on the granting of the scholarship in the case of students at university study programs and the dean of the faculty in the case of students at study programs that take place at the faculty.
4. UCM provides a scholarship to the doctoral student in the monthly amount no later than the last day of the relevant calendar month to a bank account maintained in the Slovak Republic, the number of which is indicated by the student as part of the study agenda. The student provides the bank account number in IBAN form as well.
5. The student does not apply for a doctoral scholarship.
6. In the event that a student receiving a doctoral scholarship according to § 54 par. 18 of the Act on Higher Education interrupts his/her studies, the scholarship is not provided during the period of interruption of his/her studies. After enrolling in a study after an interruption of studies, UCM continues to pay the scholarship if the student is eligible for the scholarship.
7. In the case that a student who has already studied full-time doctoral studies and received a scholarship during this study but did not obtain a third-level university education and does not exceed the standard length of study, is enrolled in the doctoral study program in the full-time form of study, the scholarship is awarded to him/her.
8. In the case that a student who has already studied full-time doctoral studies and received a scholarship during this study, has not obtained a third-level university education, but exceeds the standard length of study, the scholarship is not awarded to him/her.
9. In the case that a student who studied part-time doctoral studies and changed the form of study enrols in the doctoral study program in the full-time form of study, and if he/she does not exceed the standard length of study, the scholarship is awarded to him/her.
10. The scholarship is provided monthly in full from the month in which the student enrols for studies until the end of the month in which he/she takes the dissertation exam. In the month following the completion of the dissertation examination, he/she is entitled to the new amount of the scholarship according to § 54, par. 18 letter b) of the Act on Higher Education, which is provided in accordance with § 54, par. 18 of the Act on Higher Education until the defence of the dissertation, i.e. j. until graduation, but not if the student exceeds the standard length of study of the study program to which he was accepted.
11. The amount of the scholarship of a student of a doctoral study program in the full-time form of study with permanent residence in a member state during the duration of the standard length of study of the study program to which he was accepted, if he has not

[3] Law no. 553/2003 Coll. on the remuneration of certain employees for the performance of work in the public interest and on the amendment of certain laws as amended

already obtained a third-level university education, is determined by the decrees and regulations of the Government of the Slovak Republic, which establish salary scales tariff of employees in the performance of work in the public interest.

12. The amount of the scholarship for full-time doctoral students who do not have permanent residence in a member state is determined by the rector of UCM in the case of students of university study programs and the dean of the faculty in the case of students of study programs that take place at the faculty.

§ 8
Pregnancy scholarship

1. UCM grants a pregnant student who has a permanent residence in the Slovak Republic and is not entitled to maternity pay[4] in the period from the beginning of the 27th week before the expected day of childbirth determined by a doctor, a pregnancy scholarship, mainly for the purpose of covering increased expenses associated with the student's health condition, special material needs and preparing for the birth of a child.
2. The pregnancy stipend is granted on the basis of the written application of the student, the attachment of which is a medical certificate stating that it began on the 27th week before the expected day of delivery by a doctor, and a confirmation from the Social Insurance Office stating that she is not entitled to maternity pay.
3. UCM awards the pregnancy scholarship from the first day of the calendar month in which the application was submitted.
4. UCM provides a pregnancy scholarship in the 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 provided by the student in the application for the award of the pregnancy stipend.
5. If the conditions for the provision of a pregnancy scholarship were met only for part of the calendar month in which the application was received, the pregnancy scholarship belongs to the entire calendar month. The pregnancy scholarship is also provided for the months of July and August.
6. The right to a pregnancy scholarship ceases:
    a) when the right to pay a parental allowance arises after the birth of a child for whom the student receives a pregnancy stipend,
    b) when the right to maternity pay arises,
    c) when the pregnancy ends,
    d) when the studies end.
7. The student informs UCM of the fact according to paragraph 6 letters a), b) or letter c) within ten working days from the day it occurred.
8. A student who was provided with a pregnancy scholarship and paid maternity allowance for the same period is obliged to return the provided pregnancy scholarship for the relevant period to UCM.
9. The student has a legal right to the pregnancy scholarship.

[4] § 47a of Act no. 461/2003 Coll. on social insurance as amended

10. Pregnancy scholarships are paid from subsidy funds (§2 paragraph 2 of the scholarship regulations).

§ 9
Procedure for awarding scholarships

1. The procedure for awarding a social scholarship is as follows:
    a) a written application (print) for the award of a social scholarship is submitted by the student to the Organizational Department of UCM - social scholarships in person through the registration office or by post after enrolment in the relevant year,
    b) the student must fill out the application completely in all points, and must state the correct address of permanent or temporary residence, telephone, e-mail address, IBAN; he/she shall attach the documents that are part of the application for the award of a social scholarship to the application,
    c) the submitted documents must be originals or certified copies,
    d) the procedure for the award of a social scholarship will be started only on the basis of a complete application, the student is also obliged to submit additional required documents by the deadline designated by the UCM,
    e) in the event that the student does not complete his/her application within 30 days from the submission of the application in accordance with the instructions of the UCM, the procedure for awarding the social scholarship will be stopped,
    f) the decision on awarding or not awarding the social scholarship is issued by the rector of the UCM, or dean of the faculty; the decision is delivered to the student by mail to the address he/she indicates in the application for the award of the social scholarship,
    g) the social scholarship is awarded from the first day of the calendar month in which the application was submitted until the end of June of the relevant academic year,
    h) in the case of a student who is a dependent child and is a double orphan or a half-orphan and has a living parent with a defined scope of maintenance obligations, or is a dependent child who has been placed in substitute care until reaching the age of majority, the social scholarship is also granted for the months of July and August of the relevant academic year,
    i) the social scholarship is awarded for a maximum period of five calendar months from the first day of the month in which the application was submitted if the monthly income of any of the jointly assessed persons for determining the decisive income was determined according to §2 par. 6, 8 and 9 of the decree on awarding scholarships. After the end of this period, the application can be repeated.
2. The procedure for awarding motivational scholarships is governed by the internal regulation “Procedure for awarding motivational scholarships in the academic year

yyyy/yyyy", which is processed by the UCM Organizational Department and approved by the UCM Rector every academic year.

3. The procedure for awarding a special-purpose scholarship is as follows:
    a) a written proposal for the award of a special-purpose scholarship is submitted to the UCM rector for approval by the dean of the faculty, the director of the institute or the vice-rector,
    b) the proposal must contain identification data about the student, justification of the proposal and the proposed amount of the scholarship,
    c) the approved proposal will be processed by the UCM Organizational Department.
4. The procedure for awarding a doctoral scholarship is as follows:
    a) the scholarship is awarded to the student after registration for studies,
    b) the decision on awarding the scholarship is sent to the student.
5. The procedure for awarding a pregnancy scholarship is as follows:
    a) the student submits a written application (print) for the award of a pregnancy scholarship to the Organizational Department of UCM - social scholarships through the registration office,
    b) the student must fill out the application completely in all points, and must indicate the correct address of permanent residence or mailing address, telephone, and e-mail address; to the application, she shall attach the documents that are part of the application for the award of the pregnancy scholarship,
    c) the submitted documents must be originals or certified copies,
    d) the procedure for the award of the pregnancy scholarship will be started only on the basis of a complete application, the student is also obliged to submit the additional required documents by the deadline designated UCM,
    e) the decision on awarding or not awarding a pregnancy scholarship is issued by the rector of UCM, or dean of the faculty; the decision is delivered to the student by mail to the address specified in the application for the award of the pregnancy scholarship.

§ 10
Cases when the scholarship cannot be awarded

1. It is not possible to grant and pay a social scholarship to a student in accordance with the provisions of § 96 par. 2 of the Act on Higher Education and § 4 par. 2) of these scholarship regulations.
2. An incentive scholarship cannot be awarded to a student:

a) during an interruption of his/her studies, when he is not a student according to the law,

b) who has fulfilled the conditions for awarding a motivational scholarship according to the results of his/her studies in the previous academic year, if his/her studies were interrupted in the previous academic year,

c) during a disciplinary measure and if the period of conditional exclusion from studies is running out,

d) due to exceeding the standard length of study,

e) due to the fact that in the previous academic year the student had recognized subjects (credits) obtained during the previous study (exception – credits and subjects recognized as subjects within the framework of mobilities, e.g., ERASMUS, etc.).

3. A special purpose scholarship cannot be granted to a student:

   a) during an interruption of his/her studies, when he/she is not a student according to the law,

   b) during a disciplinary measure and if he/she is subject to a conditional exclusion from studies,

   c) due to exceeding the standard length of study.

4. A doctoral scholarship cannot be granted and paid to a student who does not meet the conditions according to § 54 par. 18 of the Act on Higher Education.

5. A pregnancy scholarship cannot be awarded to a student:

   a) who has interrupted her studies for a reason other than pregnancy,

   b) who does not have a permanent residence in the Slovak Republic,

   c) who is entitled to maternity pay,

   d) who does not submit a medical certificate stating that started on the 27th week before the expected day of delivery by a doctor, and a confirmation from the Social Insurance Agency that she is not entitled to maternity pay.

§ 11
Final Provisions

1. If the scholarship is paid out by mistake, or if the student has lost his/her legal right to it, the student is obliged to return the scholarship at the request of UCM due to unjust enrichment[5].

[5] § 451 et seq. Act No. 40/1964 Coll. Civil Code as amended

2. Proceedings on awarding a scholarship initiated due to the effectiveness of these scholarship regulations shall be completed according to the scholarship regulations valid until then.
3. The scholarship regulations become valid on the date of their approval by the Academic Senate of the UCM on March 30, 2021 and take effect on April 1, 2021.
4. The Scholarship Regulations of the UCM in Trnava, approved by the Academic Senate of the UCM on December 15, 2020, are cancelled on the date of entry into force of these scholarship regulations.

prof. Ing. Roman Boča, DrSc.
Rector UCM

PhDr. Jozef Lenč, PhD.
Chair of UCM Academic Senate

Scholarship regulations of the University of Ss. Cyril and Methodius in Trnava, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.