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PART ONE BASIC PROVISIONS

Article 1 Initial Provisions

The Faculty of Applied Informatics of Tomas Bata University in Zlín (hereinafter referred to as "FAI") issues this internal standard as a supplement to the Scholarship Regulations of Tomas Bata University in Zlín (hereinafter referred to as "SR TBU"), which is pursuant to Section 17 (1) (h) of Act No. 111/1998 Coll, on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), is an internal regulation of the Tomas Bata University in Zlín (hereinafter referred to as "TBU"). This FAI internal standard specifies and supplements the rules for awarding scholarships to students in study programmes implemented at FAI.

Article 2 Recognition of Stipends

Ad Paragraph (6) of SR TBU:

- (1) All scholarships are paid from contributions - (§ 18 Paragraph (2) Letter a), of the Act) or subsidies (§ 18, Paragraph (2), Letter c) of the Act; or from the Scholarship Fund (§ 18, Paragraph (6), Letter c), are usually awarded after having been discussed by the FAI Scholarship Commission.

PART TWO

SCHOLARSHIPS INTENDED FOR STUDENTS IN BACHELOR'S AND MASTER'S DEGREE STUDY PROGRAMMES

Article 3

Merit scholarship

Ad Paragraph (1) of SR TBU:

- (1) The Student grade point average – (further “SGPA”); is a numerical evaluation of the student's success, based on the classification of the examinations absolved and the classified credits of the Compulsory, Elective, and Optional subjects in the given year of studies. The ASC is used as the basis for awarding a scholarship, for Points Evaluation relating to the assignment of a place in Halls of Residence, and for other decisions and evaluations – where, a component is the success of the student in the given year.
- (2) The SGPA is determined as the Weighted Average of success in a properly completed academic year. It is defined as the Weighted Average of all Classifications of Examinations successfully taken, and Classified Credits from all Compulsory, Elective and Optional subjects for which a student has enrolled. The partial failure in examinations is not applied to the calculation of the SGPA. The weight of the subject is the number of credits for the given subject. Student's success ratings are rounded to two decimal places. In the case of transfers from foreign universities, marks are included on the basis of the transfer of the grading scale of a foreign higher education institution to the classification scale valid at TBU in Zlín.
- (3) The Average Classification for the whole study period is determined as the Weighted Average of the Average Grade of the Classification Examinations and the Classified (Course) Credits included in the Average Classification of individual grades, as per Paragraph 2; The Student's grade point average is calculated according to Article 15 of the Study and Examination Regulations, TBU.
- (4) The Merit scholarships are paid on the basis of the previous academic year study results. A FAI scholarship is only granted to Full-time students who have achieved excellent results (see the following Paragraph 5) and successfully completed all subjects prescribed according to the study plan for the given study programme and academic year. The scholarship is not granted in the case of an interruption of studies in the previous year. In the case of a year interrupted for health reasons, or for the purpose of studying at another school, the scholarship award will be assessed in the year after the interruption by the Dean - at the student's request. If more than two subjects were recognised during a given academic year, the student is not entitled to a scholarship - unless the Dean decides otherwise. Detailed information on Merit scholarships for foreign students is given in the Dean's Directive – Rules for the Granting of an Extraordinary Scholarship to Foreign Students Studying in the Bachelor's and Master's Degree Studies Programmes in English at the FAI.
- (5) Merit scholarships levels

The following margins are established for granting a scholarship, within the following margins:

- Average grade results ≥ 1.00 ; and - equally: ≤ 1.10 ;
- Average grade results > 1.10 ; and - equally: ≤ 1.30 ;
- Average grade results > 1.30 ; and - equally: ≤ 1.50 .

- (6) The actual amounts acknowledged in individual categories are derived from the level of resources reserved for merit scholarships. The levels of these funds are set by the Dean, FAI on the basis of a proposal from the FAI Scholarship Board, and the use of these funds is controlled by the FAI Academic Senate.

Ad Paragraph (2) of SR TBU:

- (7) The merit scholarship is paid in one lump sum at the beginning of the following academic year, but no later than October.
- (8) The merit scholarship for the last year of study will be paid in one lump sum before the regular graduation. The amount of the merit scholarship for the final year shall be determined by the Dean of FAI according to the amount of current funds allocated for merit scholarships.

Article 4 **Extraordinary scholarships**

Ad Paragraph (1) of SR UTB:

- (1) Extraordinary scholarship can be granted for:
- a) For outstanding learning outcomes during studies, in particular:
 - For the award of a diploma - with Distinction
 - For the excellent elaboration and defence of a Diploma or Bachelor's thesis, on the basis of its proposal by the State Final Examination Committee
 - b) For excellence in research, development, artistic and innovative, artistic or other creative achievements contributing to the deepening of knowledge, in particular:
 - For active participation in student scientific and professional activities
 - For placing 1st - 3rd in competitions for the best student scientific and professional work
 - c) As assistance in an exceptionally difficult social situation
 - d) As support for studies abroad within the framework of a programme supported by TBU in Zlín
 - e) As support for studies at TBU in Zlín, detailed information on Extraordinary scholarships for foreign students is given in the Dean's Directive – Rules for the Granting of an Extraordinary Scholarship to Foreign Students Studying in the Bachelor's and Master's Degree Studies Programmes in English at the Faculty of Applied Informatics.
 - f) In other cases of especial consideration.

Ad Paragraph (2) of SR TBU:

- (2) An application for an Extraordinary Scholarship must be submitted on the prescribed form through the FAI Study Department. The application must include a proper justification, including a list of students with a specific amount proposed for each student.

Ad Paragraph (6) of SR TBU:

- (3) The FAI Scholarship Board is composed of six members, of which three members are academic staff representatives and three members are student representatives.
- (4) A member of the FAI Scholarship Board is nominated and recalled by the Dean, FAI. The membership of student representatives in this commission ends with the termination of their studies at FAI or by the commission member's own request.

PART THREE

SCHOLARSHIPS INTENDED FOR STUDENTS IN DOCTORAL (PH.D.) STUDY PROGRAMMES

Article 5 Doctoral scholarships

- (1) The level of the doctoral scholarship depends on the amount of funds allocated to the Scholarship Fund for the Ph.D./Doctoral Studies Programme Student in the Full-time form of studies (hereinafter referred to as "PhD Students") and as a measure of the study, scientific and professional activities of the PhD student.
- (2) The individual study, scientific and professional activities are evaluated by the corresponding number of Evaluation Points – in line with Appendix 1. After completion of the academic year, the doctoral student of FAI shall submit a completed form with an overview of evaluation points acquired. The current form version is available in the FAI TBU in Zlín Electronic Information System.
- (3) For the purposes of determining the amount of the doctoral scholarships these constants are set by the Dean's Decree, FAI and disclosed in the FAI Electronic Information System:
 - A The value of the basic stipend - (in CZK),
 - B The value of an increased stipend - (in CZK),
 - C The value of evaluation point for the purpose of increasing the scholarship during the academic year (in CZK/evaluation point),
 - M The maximum amount of stipends (in CZK),
 - MPHB The minimum number of evaluation points per academic year for the granting of a basic stipend (A),
 - PPHB The requisite number of evaluation points per academic year for the granting of an increased stipend (B),
 - D Value of the scholarship (in CZK) for a PhD student who is also an academic employee of FAI.
- (4) Doctoral student in his first year of studies is paid the basic level stipend - (A), unless otherwise specified in the Rector's Directive regulating the award of scholarships for foreign doctoral students.
- (5) Doctoral student in the 1st year can apply for a scholarship update during the academic year. The updated increased stipend is calculated according to the formula:

$$stip^+ = CPHB \cdot C + A$$

where $CPHB$ – the total number of evaluation points awarded by the doctoral student to the current date ($CPHB$ value must be greater than 10),

A, C - As per Paragraph 3.

- (6) A doctoral student who is in his/her 2nd to 4th year, and who is duly fulfilling his/her study duties according to his Individual Study Plan, (hereinafter "ISP"), is paid a stipend according to the formula below. The amount of the scholarship is determined automatically at the beginning of the academic year on the basis of the submitted student evaluation for the previous academic year.

$$stip = \frac{CPHB - MPHB \cdot \frac{PM}{12}}{PPHB - MPHB \cdot \frac{PM}{12}} \cdot B - A + A$$

where, *stip* – The level of the scholarship for the given academic year,
CPHB – The overall number of evaluation points gained by the PhD student during their studies,
PM – The number of months-of-studies completed,
A, B, MPH, PPH – see Paragraph 3.

- (7) A doctoral student who is in his/her 2nd to 4th year can apply for a scholarship update during the academic year. The updated increased scholarship is calculated according to the formula mentioned in Paragraph 6. The doctoral student can apply for update only if the number of evaluation points obtained by the doctoral student till the current date since the beginning of the current academic year is greater than 10 points.
- (8) In cases when the level of the scholarship is calculated in accordance with Paragraphs 5-7 is higher than the maximum scholarship set by the Dean, FAI in accordance with Paragraph 3, the doctoral student shall receive their scholarship equal to the maximum scholarship (M).
- (9) The scholarship, calculated in accordance with Paragraph 5, will be paid to the PhD student for the period of the academic year following the academic year for which they submitted an overview of the evaluation points they obtained.
- (10) An updated scholarship according to Paragraphs 5 or 7, will be paid to the doctoral student from the month following the month in which he / she has proven earning evaluation points by means of a duly completed application submitted to the Research and Development Department. The application must be accompanied by documents proving the decisive factors for the application.
- (11) The level of the scholarship may be reduced in the course of the academic year if a PhD student, who is studying in the first year, does not submit the ISP within two months of commencement of their studies. The level of the scholarship changes from the first month following the deadline for the submission of the ISP. After submitting an ISP overview, the amount of the scholarship is adjusted to the original value; (from the following month on).
- (12) A doctoral student of FAI who is also an academic employee of FAI and pursues his/her studies in the full-time form of study may be paid a scholarship in the amount of (D). The condition for payment of such a doctoral scholarship is the performance of study and creative activities according to the doctoral student's ISP. This doctoral scholarship may be increased for excellence in the doctoral student's creative activities. The application for the increase of the scholarship shall be submitted by the doctoral student to the Research and Development Department.
- (13) If a doctoral student fails to meet the study obligations arising from the TBU Study and Examination Regulations, ISPs or other regulations and internal standards, the scholarship may be reduced or withdrawn. This can be done on the basis of a proposal of the relevant Vice-Dean, the supervisor or the head of the department to which the doctoral student is organizationally assigned.

Article 6

Extraordinary Scholarships

- (1) Extraordinary Scholarships may be awarded for:
 - a) Excellent publication and other research and creative activities,
 - b) In support of Mobility Study-stays abroad.

PART FOUR
JOINT SCHOLARSHIPS INTENDED FOR STUDENTS
IN THE BACHELOR'S, MASTER'S AND DOCTORAL (PH.D.) STUDY
PROGRAMMES

Articles 7 - 9

(Without change or amendment)

Article 10

Scholarships in Special Consideration Cases

Ad Paragraph (3) of SR TBU

The Dean of FAI may recognise a student's request for a scholarship, in the form of an extraordinary prize, on the basis of its recommendation by the Scholarship Board.

PART FIVE
COMMON AND FINAL PROVISIONS

Article 11

Common provisions

(Without change or amendment)

Article 12

Final provisions

- (1) This internal regulation has been approved by the Academic Senate, FAI; dated: October, 17th 2022.
- (2) This Directive replaces the Dean's Directive, FAI: SD/09/20; dated: 9 October, 9th 2020.
- (3) This internal regulation comes into effect on November, 1st 2022.

Ing. Miroslav Matýšek, Ph.D. m. p.
Chair, Academic Senate, FAI

Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D. m. p.
Dean, FAI

Appendix. 1: Evaluating Study and Scientific Activities to Set Doctoral Scholarship Levels

Study Activity	Evaluation Point Numbers
Successful completion of Examinations in a subject in the ISP	10
Successful completion of the State PhD Examination	30
Submission of their Dissertation, in the Czech language	30
Submission of their Dissertation, in the English language	50

Research/Creative Activity ¹⁾	Evaluation Point Numbers
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		D1	Q1	Q2	Q3	Q4
Jimp	An article in an “Impacted” magazine; (registered in the Web of Science - <i>WoS</i> databases)	160	120	80	40	30
Jsc	An article, reviewed in a magazine/journal; (registered in the world-renowned <i>SCOPUS</i> databases)	120	90	60	30	20
B	Professional Book; (Chapter in the book) – in a world-class language ⁴⁾	15/AA				
	Professional Book; (Chapter in the book) – in other languages	8/AA				
D	An article in a Conference Proceedings registered in the WoS and SCOPUS databases	10 ⁵⁾				
P Patent ⁶⁾	“European“ patent (EPO); USA and Japan patent (USPTO)	200				
	Czech or national patents, which are used on the basis of valid licencing contract agreements	100				
	Other	25				
Applied results linked to the dissertation topic: (semi-operation, proven technology, prototype, functional sample, software, utility model, industrial design, certified methodology)		2 - 30 ⁷⁾				

		1 st Year	2 nd Year	3 rd Year	4 th Year
Jneimp ⁸⁾	An article in a peer-reviewed magazine, registered in the list of Czech Periodical Review	8	5	2	2
	An article in a scientific or professional magazine – world-class language ⁴⁾	8	5	2	2
	An article in a scientific or professional magazine – other languages	3	2	0	0
Dnehodn ⁸⁾	An article in the Proceedings of an International Conference not registered in the WoS and/or SCOPUS databases – world-class languages ⁴⁾	5	3	2	0
	An article in a conference proceedings or conference proceedings – Other languages	2	2	0	0

Grant activity and supplementary activity	Evaluation Point Numbers
Head Researcher or Co-researcher of an internal - FAI (IGA) grant, with a Final Report	(-5) – 10 ⁹⁾
Researcher responsible for an international project	40
Active participation in the solution (co-solver) of an international project	5 – 20 ¹⁰⁾
Responsible Project Coordinator of a GAČR, TAČR or Departmental project	30
Active participation in the solution (co-resolver) of a GAČR, TAČR or Departmental project	5 – 15 ¹⁰⁾
Researcher responsible for a TBU in Zlín development project	5
Active participation in the resolution (co-researcher) of a TBU development project	3
A share in the resolution of complementary activities in connection with their dissertation thesis, with the use of knowledge acquired in their PhD thesis field.	5 – 15 ¹⁰⁾

Mobility activity	Evaluation Point Numbers
Mobility – Study-stays or work placements at a university abroad whose professional content is on the dissertation topic (with a length of not less than 30 days)	10 / month ¹¹⁾
Mobility – Study-stays or work placements at a university abroad whose professional content is on the dissertation topic (with a length less than 28 days)	1 / week

Pedagogical activity	Evaluation Point Numbers
The design of an experiment, experimental workplace, or laboratory workplace	5
Tutorial Aids (tuition materials, teaching scripts, educational programmes, laboratory tasks)	2 – 5 ¹²⁾
Assuring tuition in the tutorial workplace in the field of the dissertation, within the context of unpaid pedagogical working practice (max. 10 evaluation points/academic year)	1 / 1 hour per week and semest.; 2 / 1 hour per week and semest. (taught in English)

Notes:

The control and eventual correction of the number of evaluation points in the overview submitted by the student is performed by the Vice Dean for Research and Development Activities and the Doctoral Study.

¹⁾ The appropriate number of evaluation points corresponding to each author's mental contribution on the origin of the evaluated activity is calculated. The condition pertaining to the acceptance of the calculated value is their affiliation to TBU in Zlín, as registered in the OBD database and a submitted copy of the said publication. The publication must be registered in the OBD database – as well as other creative activities is no later than 1 month from its publication, or – as the case may be, completion of a creative activity.

- 2) The number of evaluation points is ascertained according to depending on the location of the journal (quartile or 1st division of the journal - D1, Q1, Q2, Q3, Q4) in a given branch category (WOS category) according to the impact factor (IF), which is determined according to the Journal Citation Reports. The IF value valid on the current date of application of the result is used. If the journal is included in more than one WOS category, then the field in which the journal achieved the best position and at the same time belongs to the so-called strategically important fields of the FAI (SVO) is selected for evaluation. SVO are defined in the Annex to the Dean's Directive – "Evaluation and management of the development of pedagogical, creative, managerial and other activities of academic and scientific staff of the FAI". If the journal is included in fields that are not on the SVO list, then the field in which the journal reached the best position is selected for evaluation (i.e. does not approach the SVO list). If the journal has not calculated IF, it is included in the Q4 quartile.
- 3) The number of evaluation points is obtained depending on the location of the journal (quartile or 1st division of the journal - D1, Q1, Q2, Q3, Q4) in the field (subject area) according to the SJR index, which is determined by the SCImago Journal & Country Rank (<http://www.scimagojr.com/journalrank.php>). The SJR index value valid on the current date of application of the result is used. If the journal is included in more than one subject category, then the field in which the journal reached the best position and at the same time belongs to the so-called strategically important FAI (SVO) fields is selected for evaluation. SVOs are defined in the appendix to the Dean's Directive - "Evaluation and management of the development of pedagogical, creative, managerial and other activities of FAI academic and scientific staff". If the journal is included in fields that are not on the SVO list, then the field in which the journal reached the best position is selected for evaluation (i.e. does not approach the SVO list). If the SJR value of the journal index is not quantified, it is included in the Q4 quartile.
- 4) World-class languages are understood to mean English, German, French, Spanish and Russian.
- 5) The number of evaluation points recognised as research/creative activities in Item **D** in one academic year must not be higher by more than 20 evaluation points gained for creative activities in the **Jimp** and **Jsc** items above.
- 6) The holder of rights subject to industrial ownership rights is TBU in Zlín; not the originator of the subject of such ownership of the industrial rights.
- 7) The number of valuation points in the given range is suggested by the Vice Dean for Research and Development Activities and the Doctoral Study - and approved by the Dean, FAI. The condition governing its recognition is the usability of the applied results for Research and Development, or as the case may be, innovation.
- 8) The maximum number of evaluation points acquired for their creative activities in the **Jneimp** and **Dnehodn** Items above, in one academic year is equivalent to the doubled values of one publication activity (it does not resolve whether the student records 10 publications with minor mental shares, or 2 publications with 100-percent shares. Mental shares are already reflected in the number of acquired evaluation points).
- 9) The number of evaluation points is proportional to the evaluation of the project; (the so-called evaluation "A"=10 evaluation points; "B"=8 evaluation points; "C"=6 evaluation points; "D"=4 evaluation points; "E"=2 evaluation points; the evaluation "F", means a penalisation of 5 evaluation points).
- 10) The evaluation points – within the given range, is suggested by the person responsible and approved by the Dean, FAI, in conjunction with the Vice Dean for Research and Development Activities and the Doctoral Study.
- 11) The maximum number of evaluation points possible to acquire within the framework of the overview for one academic year is 30. The number of credits acquired at a university abroad, is not decisive.
- 12) The number of evaluation points, within the given range, is suggested by the Guarantor of the subject or discipline, responsible and approved by the Dean, FAI, in conjunction with the Vice Dean for Research and Development Activities and the Doctoral Study. Tuition materials - including software that can be implemented in the learning process, will be deposited in the FAI database of study materials.