RECTOR’S DIRECTIVE

**No. 2/2012**

Award and payment of the CULS Rector’s bursaries to highly talented foreign students

Clause 1

**Introductory provisions**

1. The present Directive is valid for the section “school” of the Czech University of Life Sciences Prague (hereinafter as the “CULS”) and sets forth the rules for selection and conditions for awarding bursaries to provide support to highly talented foreign students (hereinafter as the “Bursary”).
2. This Directive has been developed in compliance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (the Act on Higher Education Institutions), as amended by later regulations.
3. The purpose of adopting this Directive is to accomplish the Long-term Plan of the CULS, specifically in the development of international relations, while laying emphasis on quality of foreign students. Accordingly, a special financial mechanism (the Bursary) has been introduced to be used by the Rector in order to support highly talented foreign students during their study at the CULS. These students will be selected in cooperation with the foreign partner universities that concluded a cooperation contract with the CULS (hereinafter as the “Partner University”).
4. The Bursary under this Directive may be used for the exclusive purpose of providing support to highly talented foreign students.

Clause 2

**Conditions for awarding the Bursary**

1. In the respective academic year, the Rector shall award the Bursary to no more than 12 highly talented foreign students who study at the CULS unless the financial situation of the CULS enables to increase this number of students.
2. The Bursary shall be awarded at all times for the respective calendar year only.
3. In the first academic year after this Directive becomes effective, the Rector shall award the Bursary to 6 highly talented foreign students studying at the CULS as a maximum.
4. The Bursary shall be awarded to students (applicants) who meet the conditions for awarding the Bursary, in an equal measure by the individual Faculties and the Faculty of Tropical AgriSciences (the former Institute of Tropics and Subtropics (ITS), hereinafter as the “FTA”). In case no student (applicant) is enrolled for study at a certain Faculty or the FTA who meets the conditions for awarding the Bursary, the Bursary shall be forwarded to the Faculty or the FTA with the highest number of students (applicants) satisfying the conditions for awarding the Bursary.

1. The total amount of the Bursary per student is CZK 120,000.00 per year and shall be paid to the students in monthly arrears.
2. The Bursary is intended for students with a completed Bachelor’s degree. The Bursary may be awarded only to those students who are enrolled for study at the CULS as regular students of post-Bachelor’s study programme (i.e. Master's programme) at the CULS.
3. Students who wish to be awarded the Bursary (hereinafter as the “Applicants”) must contact the International Relations Office of the CULS or that of the Partner University. In their applications, the Applicants should indicate the accurate name of the programme and field of study they intend to pursue in the Master’s programme at the CULS (the Bursary is preferentially awarded to support studies in English fields of study) and the Partner University issuing the Bachelor Diploma.
4. As of 01 March of the respective calendar year (or later when duly justified), a list will be prepared as to those students who apply for the Bursary, noting the given student’s name, name of the Partner University where the given student was conferred the Bachelor´s degree, programme/field of study that the student intends to study at the CULS and contact data.
5. As the next step, the International Relations Office of the CULS shall contact the foreign Partner Universities and Applicants with a request for submission of documents necessary for the Bursary to be awarded, the following in particular:
	* documents attesting to study results (e.g. in the form of a “Transcript of Records”, or Diploma Supplement),
	* completed level of education in the form of a notarized copy of the Bachelor Diploma,
	* the Applicant’s motivation letter,
	* letter of recommendation by the Partner University, in which letter the Partner University shall guarantee the Applicant’s quality and provide a more detailed characterization of the Applicant,
	* a completed application for study at the CULS,

(hereinafter as the “Documents for Award of the Bursary”). These Documents for Award of the Bursary will be used to initiate the admission procedure for the given applicant’s study at the CULS, in conjunction with awarding the relevant Bursary.

1. On the basis of the received Documents for Award of the Bursary and the assessment of the same at the CULS or the individual faculties or the FTA, the Partner Universities shall be required to carry out entrance examinations with the Applicants, while observing the instructions and requirements of the CULS, its Faculties or the FTA for the given field of study pursued by the given Applicant.

(11) Based on the assessment of the received Documents for Award of the Bursary and results of entrance examinations, a list of students (Applicants) shall be prepared (by individual fields of study). The Rector will rely on this list to award the Bursaries.

(12) If an Applicant is awarded the Bursary, this Student’s study results will be monitored through the IS Study application and teachers as guarantors of the respective fields of study. The Bursary will not be renewed in case of students with poor study results.

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Clause 3

**Final provisions**

1. This Directive becomes valid on the day of its publication. This Directive becomes effective on 01 February 2012.

In Prague, on 25 January 2012

prof. Ing. Jiří Balík, CSc., Rector, *m.p.*

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