

DANUBIUS COLLEGE
Faculty of Public Policy and Public
Administration

SCHOLARSHIP REGULATIONS

Sládkovičovo 2019

§ 1

General provisions

1) The Scholarship Regulations of the Faculty of Public Policy and Public Administration of Danubius University of Applied Sciences (hereinafter referred to as the "Scholarship Regulations") have been prepared in accordance with Section 15 (1) (i) of Act No.131/2002 Coll. No. 102/2006 Coll. on the awarding of social scholarships to students of higher education institutions, as amended (hereinafter referred to as the "Act on Higher Education") and the Decree of the Ministry of Education of the Slovak Republic No. 102/2006 Coll. on the awarding of social scholarships to students of higher education institutions, as amended (hereinafter referred to as the "Decree on the awarding of scholarships").

2) The purpose of these Scholarship Regulations is:

a) Define the different types of scholarships provided by the Faculty of Public Policy and Public Administration of Danubius College (hereinafter referred to as "FPP and PA") in cooperation with the Chancellor's Office of Danubius College.

(b) to lay down the procedure for awarding individual scholarships to students of the FPP and PA,

(d) to determine the responsibilities and accountability of the various staff members involved in the FPP and PA.

3) To specify the conditions and determine or specify the procedure in fulfilling the diction of the Scholarship Regulations of the Danubius College.

4) These Scholarship Regulations do not apply to scholarships paid to doctoral students in accordance with Section 54 of the Higher Education Act.

§ 2

Sources

1) Scholarships are provided from endowment funds.

2) Grant funds are funds from the state budget provided within the framework of special-purpose subsidies of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS SR") in accordance with the established conditions.

§ 3

Scholarship types

1) The following scholarships may be awarded to FPP and PA students subject to adherence to the dictates of the approved wording of the Scholarship Regulations:

(a) Social scholarship (as per Section 4 of these Scholarship Regulations),

(b) an incentive scholarship (according to § 5 of these Scholarship Regulations),

c) Student loans.

2) The scholarship may be awarded as a lump sum or monthly financial amount, paid over a specified time interval within one academic year.

§ 4

Social scholarships

1) FPP and PA provides students with a social scholarship from the state budget allocated by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS of SR"). The conditions for granting the social scholarship are determined by the Ministry of Education, Science and Higher Education of the Slovak Republic and are the same at all universities.

A student is entitled to a social scholarship if: he/she is a full-time student of the 1st or 2nd level of higher education studies at a higher education institution based in Slovakia, he/she has not yet obtained a higher education degree in the currently studied level of studies (e.g. a student of the 1st level who has already obtained the degree of B.Sc. can only apply for a scholarship in the second cycle), has not exceeded the standard length of studies, has permanent residence in Slovakia, meets the social conditions, applies for a social scholarship and provides all necessary documents.

The following students are not entitled to a social scholarship: a student who is studying a study programme of the first degree, if he/she has already attained a higher education of the first degree, who has already attained a higher education of the second degree, who has been granted a social scholarship in the relevant year of study or part thereof in the study programme of the relevant degree, who is studying the relevant study programme for longer than his/her standard length of study, who is studying in an extramural form of study.

The income of the student and the persons jointly assessed with him/her is decisive for the award of the social grant. The social grant shall be granted to the student provided that the student's and his/her dependents' decisive income is below the income threshold. The income threshold for entitlement to a social grant and the amount of the social grant are derived, inter alia, from the minimum subsistence amounts in force on 1 July of the calendar or academic year in question.

Procedure for awarding the social grant:

1.

The student must first carefully study the basic information on the award of the social grant and determine the range of persons to be assessed jointly.

2. Completing and submitting the application form with the necessary attachments (proof of income):

1. The student must apply for a social grant. The student completes and signs the application and has it signed by the persons jointly assessed. The student shall attach to the application all the necessary documents proving the income of all the persons assessed jointly. The documents submitted with the application for a social grant must be originals or certified photocopies. The signature on the affidavit must be notarized or at a municipal/municipal office. The student must deliver the application together with the attachments to the FPP and PA Study Department, either in person or by post. The student may apply for a social scholarship for the academic year at any time during the academic year, but no earlier than the beginning of September or after enrolment. A student who applies for a social grant in the months of September to December must provide evidence of the income of the jointly assessed persons for the previous year. In some cases, however, it is also necessary to provide proof of income for the current calendar year. (see documents required). A student who does not apply for a social grant until January of the calendar year or later must provide proof of the income of the jointly assessed persons for the previous calendar year. In some cases, however, it is also necessary to provide proof of income for the current calendar year. (see necessary documents)

2. Checking the application and attached documents:

The FPP and PA Study Department will check the application as well as all attached documents and decide whether they are correct and sufficient. If additional documents need to be submitted, the Study Department will invite the student to submit the missing documents within a specified period of time. If the student fails to provide the missing documents, the FPP and PA may suspend or terminate the social grant procedure.

3. Issuing a decision on the award/non-award of a social scholarship:

When all the necessary documents have been submitted with the application, the FPP and PA Study Department will issue a decision on the award/non-award of the social scholarship. In principle, the social scholarship is awarded from the first day of the calendar month of the academic year in which the application is submitted until the end of June of the academic year in question. A student who is a dependent child and is a bilateral orphan or semi-orphan and has a designated maintenance obligation from a living parent or is a dependent child who has been placed in foster care until reaching the age of majority shall also be awarded a social grant for the months of July and August of the academic year in question. The social grant shall be granted for a maximum period of five calendar months from the first day of the month

in which the application is submitted, if the monthly income of one of the persons jointly assessed for the purpose of determining the relevant income is based on the fact that, at the time of the application, he or she is in receipt of unemployment benefit, material hardship benefit, has been on sick leave for at least four continuous months and is in receipt of sickness benefit or is on the register of jobseekers after the expiry of the period of unemployment support. At the end of this period, the student can reapply for a social grant and must submit all the necessary documents, as the whole situation is being reviewed and not just the changed fact. The social grant may be granted until the end of the month in which the student ceases to be a student (end of the month in which the student interrupts studies, drops out of studies, duly completes studies by passing the state examination). The decision on the award/non-award of the social grant is collected by the student either in person against signature or the decision is sent to him/her by registered mail in his/her own hands via the Slovak Post. Upon receipt of the decision, a period of 15 days begins during which the student has the right to appeal against the decision.

4. Payment of the social grant:

The social grant can only start to be paid to the student after the decision on the award of the social grant is final and enforceable. The decision shall become final on the date of its receipt by the applicant. The decision shall be enforceable on the date of its receipt by the applicant if the applicant takes delivery of the decision in person and indicates on a copy thereof that he or she waives his or her right to appeal, or after the expiry of the time-limit for appeal, i.e. 15 days after the day following the day on which the applicant takes receipt of the decision, if the decision was sent by post and the applicant has not appealed within the time limit. The social grant is paid as a recurrent monthly financial amount, paid during the months for which the social grant was granted in the decision on the granting of the social grant, no later than on the tenth day of the relevant calendar month to a bank account maintained in the Slovak Republic, the number of which the student shall indicate in the application for the granting of the social grant. No retroactive payment of the scholarship is possible. Example: If a student submits an application for a social grant in November and fulfils all the conditions for a social grant, the social grant will be granted and paid to the student from November. The social grant will not be paid for the months of September and October. If, during the academic year, there are circumstances in the circle of persons under common consideration which affect the amount of the social grant, such as If someone in the circle of jointly assessed persons starts to receive an old-age or disability pension, or if the decisive income of the jointly assessed persons changes, a parent of the student dies, etc., the student may apply for a reconsideration of the granted amount of the social grant by means of a new application for a social grant, or the student may apply for a social grant if he/she did not apply for a social grant in the respective academic year. The student applicant is the party to the award/non-award procedure and therefore the FPP and

PA Student Office consults only with the student about the status of the application and all circumstances relating to the application process..

Circle of jointly assessed persons:

For the purposes of the social grant, the following shall be jointly assessed with the student, if living in the same household:

(a) the parent of the student, if all of the following conditions are met:

1. the parent is not obliged by a court decision to provide maintenance to the student or the court has determined the extent of the maintenance obligation on a petition after the enrolment of the student for the first university studies at a university located in the territory of the Slovak Republic,
2. the student has not been entrusted to foster care before reaching the age of majority,
3. the student is unmarried or has contracted a marriage and his/her spouse is a dependent child,
4. the student is childless.

(b) A sibling of the student, if all of the following conditions are met:

1. he or she is under the age of majority and is in the personal care of a parent who is jointly assessed with the student, or he or she is of legal age and is continuously preparing for a future profession according to a special regulation and has not been placed in foster care before reaching the age of majority,
2. no more than one of the student's parents is obliged by a court decision to provide maintenance to the student's sibling, or only one of the parents is alive and the surviving parent is not obliged by a court decision to provide maintenance to the sibling,
3. is unmarried or married and the spouse is a dependent child,
4. the student and his or her siblings are childless,
5. he/she is not entitled to a disability pension,
6. has not previously completed a second-level higher education qualification.

(c) the student's spouse, if both of the following conditions are met:

1. he or she is not obliged by court order to provide maintenance to the student,
2. is not a dependent child.

d) a dependent child of the student if both of the following conditions are met:

1. is not a ward of the court,
2. is not entrusted to the personal care of the other parent.

(e) the parent of a dependent child of a student if all of the following conditions are met:

1. the dependent child is considered jointly with the student,
2. is not a dependent child,
3. is not obliged by a court order to provide maintenance for the child.

f) the spouse of the student's parent (stepparent) if both of the following conditions are met:

1. the student's parent is considered jointly with the student,
 2. is not obliged by court order to provide maintenance to the spouse.
- g) the child of the student's parent's spouse (half-sibling) if both of the following conditions are met:
1. the spouse of the student's parent is jointly assessed with the student,
 2. the student's parent's spouse is entrusted with personal custody.

Missing persons who are wanted at the time of the student's application for a social grant shall not be considered as jointly assessed persons. Grandparents, aunts, uncles, cousins, boyfriends, girlfriends or flatmates are not among the persons to be assessed jointly.

§ 5

Incentive scholarships

FPP and PA provides students with motivational scholarships from the state budget allocated by the Ministry of Education, Science, Research and Sport of the Slovak Republic. The conditions for awarding the incentive scholarship are regulated by: Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act")

Motivational scholarship is awarded to students as: benefit scholarship, exceptional scholarship.

The merit scholarship shall be awarded to students studying in first- or second-degree programmes for outstanding performance of study obligations in the previous academic year.

The following criteria shall be taken into account when awarding a merit scholarship:

1. the student has successfully completed all courses enrolled with grades A to C,
2. the student has achieved a weighted grade point average of up to 1.3,
3. the student has not interrupted his/her studies,
4. the student has not been re-enrolled in the year.

The extraordinary scholarship is awarded to students studying in first or second degree programmes for:

1. Outstanding result in scientific activity,
2. Successful representation of the VŠD at the national or international level in knowledge, sports and artistic competitions and for an exemplary attitude of the student, who by his speech, action or in any other way demonstrated a high degree of morality and civic awareness and thus contributed to the spread of the school's good name,

3. Outstanding performance of academic duties throughout the course of study,
4. An exceptionally high quality final thesis.

The student does not apply for an incentive scholarship. The award of an incentive scholarship is not compulsory.

§ 6

Student loans

One of the options for covering the costs associated with higher education is to take out an appropriate loan. A student can obtain a loan either from the Education Support Fund or from a banking institution.

§ 7

Procedure of granting scholarship

1) The procedure for awarding a social grant is as follows:

- a) a written application (form) for the award of a social scholarship is submitted by the student to the FPP and PA Study Department - Social Scholarships, in person after enrolment in the relevant year,
- b) the student must fill in the application completely in all points, must indicate the correct permanent or temporary address, telephone number, e-mail address; the application must be accompanied by the documents included in the application for the award of the social scholarship,
- (c) the documents submitted must be originals or certified copies,
- d) the procedure for the award of the social scholarship shall be initiated only on the basis of a complete application; the student must also submit the documents additionally requested by the deadline set by the FPP and PA,
- e) if the student fails to complete his/her application within 30 days of the submission of the application in accordance with the instructions of the FPP and PA, the procedure for the award of the social grant will be terminated,
- f) the decision on whether or not to grant the social scholarship shall be issued by the Chancellor of Danubius College of Applied Sciences or the Dean of the Faculty; the decision shall be delivered to the student by post to the address indicated in the application for the social scholarship,
- g) the social scholarship shall be awarded from the first day of the calendar month in which the application is submitted until the end of June of the academic year in question,
- (h) in the case of a student who is a dependent child and is a bilateral orphan or has modified maintenance obligations from both parents, the social grant shall also be awarded for the months of July and August of the academic year in question.

2) The procedure for awarding the incentive scholarship is regulated by the internal regulation "Procedure for awarding incentive scholarships in the respective academic year, which is processed by the Chancellor's Office of Danubius College of Applied Sciences and approved by the Chancellor of Danubius College of Applied Sciences on the proposal of the deans of the faculties.

§ 8

Cases where the scholarship cannot be awarded

1) A social grant cannot be awarded and paid to a student within the meaning of Section 96(2) of the Higher Education Act.

2) An incentive scholarship cannot be awarded to a student:

(a) during a break in studies when he/she is not a student according to the law,

b) who has fulfilled the conditions for the award of an incentive scholarship according to the results of his/her studies in the previous academic year, if he/she had an interruption of studies in the previous academic year, during a disciplinary measure, and if he/she is within the period of a conditional exclusion from studies,

(a) for exceeding the standard length of studies,

b) on the grounds that the student has had courses (credits) recognized in the previous academic year which he/she has obtained during the previous study (exception - credits and courses recognized in the framework of mobility /e.g. ERASMUS, etc./).

§ 9

Final provisions

1) Scholarship award proceedings commenced prior to the effective date of these Scholarship Regulations shall be completed in accordance with the FPP and PA Scholarship Regulations then in effect.

2) The FPP and PA Scholarship Regulations shall come into force and effect on the date of their approval by the Academic Senate of the FPP and PA.

In Sládkovičovo, the 18th of October 2019

Approved by the Academic Senate of FPP and PA

Chairwoman of the Academic Senate: Prof. PhDr. Monika Čambáliková, CSc.