

**DANUBIUS COLLEGE**



**SCHOLARSHIP REGULATIONS**

**DANUBIUS COLLEGE**

Sládkovičovo 2014



## § 1

### General provisions

1) The Scholarship Regulations of Danubius College (hereinafter referred to as the "Scholarship Regulations") have been prepared in accordance with Section 15(1)(i) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act").

No. 102/2006 Z. z. of the Ministry of Education of the Slovak Republic and Decree No. 102/2006 Z. z. of the Ministry of Education of the Slovak Republic.

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 the Scholarship Regulations is:

a) define the different types of scholarships provided by Danubius College (hereinafter referred to as "DANUBIUS COLLEGE"),

b) define the sources from which the scholarships will be paid,

(c) establish the basic principles and procedure for the award of each scholarship,

(d) to define the responsibilities and accountabilities of the various staff members of DANUBIUS COLLEGE.

3) The faculties of DANUBIUS COLLEGE shall issue scholarship regulations if they decide that they need to regulate the DANUBIUS COLLEGE Scholarship Regulations in more detail on their own terms

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 of SR").

## § 3



**Scholarship types**

1) The following scholarships may be awarded to students of the College:

(a) Social scholarship (according to § 4 of the Scholarship Regulations),

b) Incentive scholarship (according to § 5 of the 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) Danubius College (hereinafter referred to as "DANUBIUS COLLEGE") 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 and Science of the Slovak Republic and are the same at all universities.

A student who:

- is a full-time student of the first or second cycle of higher education at a higher education institution based in Slovakia,
- has not yet obtained a College degree in the degree of study currently being studied (e.g. a student of the first degree who has already obtained a Bachelor's degree).
- 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,
- submits an application for a social scholarship and submits all necessary documents.

Students are not eligible for a social scholarship:

- who is studying a study programme of the first degree, if he/she has already attained a College education of the first degree
- who has already attained a level II higher education qualification
- who has been awarded a social grant in the relevant year of study or part thereof in the study programme of the relevant level of higher education.
- who has been studying the programme of study concerned for longer than the standard length of his/her studies
- who is studying part-time



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 jointly assessed persons' decisive income is below the income threshold. The income threshold for entitlement to the social grant and the amount of the social grant shall be derived, inter alia, from the minimum subsistence levels in force on 1 July of the year in question.



**The procedure for awarding a social grant:**

**1. Study the basic information**

The student first carefully studies the basic information on the award of the social grant and determines the range of persons to be considered together.

**2. Completing and submitting the application with the necessary attachments (income certificates)**

The student must submit an application for a social grant. The student completes and signs the application form and has it signed by the jointly assessed persons.

The student shall attach to the application all the necessary documents to prove 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 certified either by a notary public or by the municipal/communal office.

The student must deliver the application form together with the attachments to the Study Department of DANUBIUS COLLEGE, either in person or by post. (Delivery address: DANUBIUS COLLEGE Study Department, Richterova 1171, 925 21 Sládkovičovo).

Students can apply for a social scholarship for the academic year at any time during the academic year, but no earlier than September (after enrolment).

A student who applies for a social grant in the months of September to December must provide proof of the income of the persons jointly assessed 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)

**3. Control of the application and accompanying documents**

The DANUBIUS COLLEGE Study Department will check the application form and all the attached documents and decide whether they are correct and sufficient. If additional documents need to be submitted, the DANUBIUS COLLEGE Study Department will ask the student to submit the missing documents within a specified period of time. If the student fails to provide the missing documents, DANUBIUS COLLEGE may suspend or discontinue the procedure for awarding the social grant.

**4. Issuing a decision on the award/non-award of a social grant**

When all the necessary documents have been submitted with the application, the DANUBIUS COLLEGE 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 defined scope of maintenance obligation from a living parent or is a dependent child who has been entrusted to foster care until reaching the age of majority is also granted 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, but must submit all the necessary documents, as the whole situation is being reassessed 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.

### **1. 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 receipt by the applicant, if the applicant takes the decision personally and indicates on the copy that he or she waives the right to appeal, or

After the expiry of the period for appeal, i.e. 15 days from the day following the day on which the applicant takes delivery of the decision, if the decision was sent by post and the applicant has not appealed within the period prescribed

The social grant shall be paid as a recurrent monthly sum, paid during the months for which the social grant was awarded in the decision granting the social grant, no later than on the tenth day of the calendar month in question to a bank account in the Slovak Republic, the number of which the student shall indicate in the application for 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 awarded 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 within 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 a party to the procedure of awarding/not awarding the social grant and therefore the information on the status of the application and all circumstances related to the process of processing is consulted by the Study Department of DANUBIUS COLLEGE exclusively with the student.

### **Circle of jointly assessed persons**

For the purposes of the social grant, the following are jointly assessed with the student if they live in the same household:

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

1. 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 student has enrolled for the first College studies at a College 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. is under the age of majority and is in the personal care of a parent who is jointly assessed with the student, or is under the age of majority and is continuously preparing for a future profession according to a special regulation and has not been entrusted to substitute 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 is not entitled to a disability pension; and
6. has not previously completed a second-level higher education qualification.

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

1. is not obligated by court order to provide child support to the student; and
2. is not a dependent child.

(b) a dependent child of the student, if both of the following conditions are met:

1. is not entrusted to foster care; and



1. is not entrusted to the personal care of the other parent.
  1. (b) the parent of the student's dependent child, if all of the following conditions are met:
2. a dependent child is considered together with the student,
3. is not a dependent child; and
4. is not required by court order to provide child support.
  - b) (b) the spouse of the student's parent (step-parent), if both of the following conditions are met:
    1. the student's parent is assessed jointly with the student and
    2. is not required by court order to provide spousal support.
  1. (c) a child of the spouse of the student's parent (half-sibling) if both of the following conditions are met:
  2. the spouse of the student's parent is jointly assessed with the student and
  3. the spouse of the student's parent 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 in the category of jointly assessed persons. Grandparents, aunts, uncles, cousins, boyfriends, girlfriends or flatmates are not among the jointly assessed persons!

### Legislation

The following main pieces of legislation govern the award of social grants:

- **Act No. 131/2002Z.z.** on higher education and on amendment and supplementation of certain acts, as amended,
- **Decree 102/2006Z.z.** on granting social scholarships to College students, as amended by Decree No. 396/2008 Coll., Decree No. 227/2012 Coll., Decree No. 235/2013 Z. z. and Decree No. 157/2014 Z. z.

The following legislation also applies to the award of social grants:

- **Act No. 71/1967 Coll.** on Administrative Proceedings (Administrative Procedure Code), as amended,
- **Act No. 595/2003 Coll.** on Income Tax, as amended,
- **Act No. 601/2003 Coll.** on the minimum subsistence level and on amendments and supplements to certain acts, as amended,
- **Act No. 417/2013 Coll.** on Assistance in Material Need and on Amendments and Additions to Certain Acts,
- **Act No 600/2003 Coll.** on child benefit and amending Act No 461/2003 Coll. on social insurance



- **Act No. 461/2003 Coll.** on Social Insurance, as amended,
- **Act No. 36/2005 Coll.** on the Family and on Amendments and Additions to Certain Acts,
- **Act No. 447/2008 Coll.** on monetary contributions to compensate for severe disability and on amendment and supplementation of certain acts, as amended,
- **Act No. 43/2004 Coll.** on old-age pension savings and on amendment and supplementation of certain acts, as amended,
- **Act No 328/2002 Coll.** on Social Security of Police Officers and Soldiers and on Amendments and Additions to Certain Acts, as amended.

## § 5

### Incentive scholarships

Danubius College (hereinafter referred to as "DANUBIUS COLLEGE") provides students with incentive 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"),

Methodology for the allocation of subsidies from the state budget valid for the current academic year (hereinafter referred to as the "Methodology"),

Scholarship Regulations of Danubius College.

DANUBIUS COLLEGE grants students an incentive scholarship:

- a) in the fields of study determined in the Methodology pursuant to Section 89(8) of the Act on the basis of analyses and forecasts of the labour market development, taking into account the study results from the previous studies,
- b) for outstanding performance of study obligations, achievement of an outstanding result in the field of study, research, development, artistic or sporting activity.

A scholarship under (a) shall be awarded:

- 10 % of DANUBIUS COLLEGE students,
- students who have fulfilled all the obligations of the compulsory courses and have achieved a weighted arithmetic average for the whole of the previous year of study up to and including 1.3.

The incentive scholarship is awarded to students as: a benefit scholarship,  
Special scholarship.



The merit scholarship is 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.

An exceptional scholarship is awarded to students studying in first or second cycle programmes for:

1. an outstanding result in scientific activity,
2. successful representation of DANUBIUS COLLEGE at the republican or international level in knowledge, sports and artistic competitions and for an exemplary attitude of the student, who by his/her speech, action or in any other way has demonstrated a high degree of morality and civic consciousness and has 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 claimable.

### § 6

#### **Student loans**

One of the options for covering the costs associated with higher education is to take out a loan. A student can get a loan either from the Education Support Fund or from a bank.

#### **EDUCATION SUPPORT FUND**

The Education Support Fund was established on 1 January 2013 by Act No. 396/2012 Coll. on the Education Support Fund as the legal successor to the Student Loan Fund and the Loan Fund for Beginning Teachers. The main activity of the Education Support Fund is the provision of loans to College students, teaching staff, professional school staff and full-time doctoral students. The deadline for submitting applications for loans in the AR is always 31 October of the calendar year.

The following may apply for a student loan:

- student of the first degree of higher education in full-time or part-time form at a College in the Slovak Republic or at a foreign College (Bc. study programme),

- student of the second degree of higher education in full-time or part-time form of study at a College in the Slovak Republic or at a foreign College (Mgr., Ing., Dr. study programme). Study at a foreign College must be, according to the decision of the Ministry of Education, Science, Research and Sport of the Slovak Republic, on a par with study at a College in the Slovak Republic in terms of its scope and level,
- a student of the third level of higher education in full-time or part-time form at a higher education institution in the Slovak Republic or at a foreign higher education institution (doctoral study programme), while in this category it is not possible to combine loans according to § 10 (loans for students) and § 14 (loans for teachers) of the Act on FnpV.

Only an applicant who is already enrolled in a class for the 2014/2015 academic year may apply for a loan.

The loan applicant must also meet the following requirements: have

- permanent residence in the territory of the Slovak Republic, or
- be in the position of a Slovak living abroad or
- be a citizen of the European Union who has the right of permanent residence in the territory of the Slovak Republic, or a member of his/her family with the right of permanent residence.

Loan amount:

- the minimum loan amount is set at EUR 500,
- the maximum loan amount for first- and second-level undergraduate students is set at EUR 2 500,
- the maximum loan amount for third-level undergraduate students is set at EUR 5 000.

Interest rate:

- The interest rate for loans issued in the 2014/2015 academic year is set at 3.19% per annum.

Loan repayment:

- the minimum repayment term of the loan is set at 5 years,
- the maximum repayment term of the loan is set at 10 years.

For more information, please visit the Education Endowment Fund website: [www.fnppv.sk](http://www.fnppv.sk)

**§ 7**

**Procedure for awarding scholarships**

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

- a) a written application (form) for the award of a social scholarship is submitted by the student to the Study Department of DANUBIUS COLLEGE - Social Scholarships, in person after enrolment in the relevant year,
- b) the student must fill in the application completely in all points, he/she must indicate the correct address of permanent or temporary residence, telephone number, e-mail address; he/she must attach to the application the documents that are part of 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 is obliged to submit the additionally requested documents within the deadline set by DANUBIUS COLLEGE,
- e) if the student fails to complete his/her application within 30 days of the application deadline, as instructed by DANUBIUS COLLEGE, the procedure for the award of the social scholarship will be terminated,
- f) the decision on the award or non-award of the social scholarship shall be issued by the Rector of DANUBIUS COLLEGE 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 award of 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 academic year yyyy/yyyy", which is processed each academic year by the Study Department of DANUBIUS COLLEGE and approved by the Rector of DANUBIUS COLLEGE on the proposal of the Deans of the Faculties.

**§ 8**

**Cases where the scholarship cannot be awarded**

1) A social scholarship cannot be awarded and paid to a student within the meaning of Section 96(2) of the Higher Education Act and Section 4(2) of these Scholarship Regulations.

2) An incentive scholarship may not 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 studies in the previous academic year, if he/she had an interruption of studies in the previous academic year
- (c) During a disciplinary measure and if he or she is within the period of conditional exclusion from studies,
- (d) For exceeding the standard length of studies,
- e) Due to the fact that in the previous academic year the student had recognized courses (credits) which he/she had obtained during the previous study (exception - credits and courses recognized courses within the framework of mobility /e.g. ERASMUS, etc./).



**§ 9**

**Final provisions**

- 1) Scholarship award proceedings commenced before the entry into force of these Scholarship Regulations shall be completed in accordance with the Scholarship Regulations then in force.
- 2) The Scholarship Regulations shall enter into force and effect on the date of their approval by the Academic Senate of DANUBIUS COLLEGE on 30 November 2014.
- 3) The Scholarship Regulations of DANUBIUS COLLEGE approved by the Academic Senate of the College of Applied Sciences on 10 October 2008 shall cease to be valid on the date of entry into force of these Scholarship Regulations.

In Sládkovičovo, the 4<sup>th</sup> of December 2014

prof. Mgr. Miroslav Daniš, CSc.  
in charge of the Danubius College