



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
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Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

The Assistant Director-General for External Relations and Public Information

To: The National Commissions of
Afghanistan, Armenia, Belarus,
Egypt, Ethiopia, Georgia, Libya,
Peru, Rwanda, Sri Lanka,
Tunisia, Yemen, Zambia, and
Zimbabwe.

Ref. : ERI/NCS/FLP/LZF/12.560

11 October 2012

Subject: **UNESCO/Czech Republic Co-Sponsored Fellowships Programme –
Academic Year 2013-2014**

Sir/Madam,

On behalf of the Director-General, I am delighted to inform you that the Government of the Czech Republic is offering, for the academic year 2013/2014, three fellowships for undergraduate studies (Bachelor's/Master's study programmes) within the framework of the UNESCO/Czech Republic Co-Sponsored Fellowships Programme. These fellowships are tenable in a selected number of universities in the Czech Republic for a maximum duration of 3 to 6 years. The language of instruction being Czech, the candidates to benefit from these fellowships will be required to take a special language and preparatory course before starting their studies.

We are therefore, inviting you to submit **one (1) candidature** under this co-sponsored fellowships programme, ensuring that the candidate presented has the necessary qualifications and demonstrates outstanding academic intellectual promise and personal qualities. The annexes to this letter provide detailed information concerning the fields of study proposed, the qualifications required, the facilities offered, the general conditions governing the award of fellowships and the procedures for the submission of applications.

In an effort to maximize capacity-building, **the Czech authorities encourage applicants to pursue studies in Natural Resources and Environment, Forestry, Water and Landscape Management, Technology and Environmental Engineering, Economics and Finance.**

Selection will be made on a competitive basis and priority will be given to applicants who, apart from meeting the academic qualifications required, opt for the fields of study enumerated above. It is important to note that there is no possibility to change the field of study or the study programme once the fellowship has been awarded. We would also wish to emphasize that **only applications with complete documentation shall be considered for evaluation.**

Candidates should fill in the application form in **electronic form** [<http://registr.dzs.cz/registr.nsf>, the applicant shall enter UNESCO as the "Sending Organization" in the application form] and **by air mail, preferably by DHL**. An advanced copy should be sent to UNESCO Fellowships Section (fax number: +33.1.45 68 55 03; email: a.zaid@unesco.org) not later than **7 December 2012.**

Late applications will not be accepted.

Please accept, Sir/Madam, the assurances of my highest consideration.

Eric Falt

Enclosures :

1. Annex I (Terms and Conditions)
2. Annex II (Programme and Fields of Study)
3. Instructions regarding the Scholarship Award Scheme of the Government of the Czech Republic
4. Czech Application Form (to be filled in hard copy and electronic)

cc: Permanent Delegations to UNESCO of Invited Member States
UNESCO Field Offices concerned
Permanent Delegation of the Czech Republic to UNESCO
Czech Commission for UNESCO

**UNESCO FELLOWSHIPS PROGRAMME
UNESCO/Czech Republic Co-Sponsored Fellowships
Programme (Academic Year 2013-2014)**

A. INTRODUCTION

In order to promote human resource capacities in the developing countries and to enhance friendship among peoples of the world, the Government of the Czech Republic has placed at the disposal of UNESCO **three** long-term fellowships for undergraduate studies (which comprises the Bachelor's and Master's study programmes for the academic year 2013-2014) for the benefit of certain developing countries.

These fellowships, tenable in a selected number of universities in the Czech Republic, are open to secondary school leavers holding a recognized certificate. The medium of instruction being in Czech for most courses (certain courses are conducted in English), the beneficiaries of these fellowships are required to pursue a **one-year** preparatory Czech language course.

B. FIELDS OF STUDY

See ANNEX II for the programme and fields of study offered.

(In line with UNESCO and Czech Republic's commitment to maximize capacity-building, candidates who wish to study in the fields of **natural resources and environment, forestry water and landscape management, technology and environmental engineering, economics and finance** would be given priority. **Note: There is no possibility to change the field of study/study programme once the fellowship is awarded.**)

C. QUALIFICATIONS REQUIRED

See ANNEX II for the qualifications required for each of the study programmes (i.e. Bachelor's and Master's Programmes) offered.

Preference will be given to women's candidatures, in the case of equal qualification and ability.

D. DOCUMENTS TO BE SUBMITTED

All applications should be endorsed by the relevant Government body (such as the National Commission or Permanent Delegation), must be made on a Czech fellowship application form, filled out in English in electronic form (<http://registr.dzs.cz/registr.nsf>). The applicant shall enter UNESCO as the "Sending Organisation" in the application form) and two additional hardcopies by air mail (typed or printed using capital letters and with a photograph attached), must include applicant's permanent address for at least two years, and must be presented in duplicate together with the following attachments:

I. Bachelor's Study Programme (3 to 4 years long) and Master's Study programme (4-6 years long)

- a) A certified copy of the secondary school graduation certificate testifying successful completion of secondary education, transcript of subjects studied for each year at the secondary school, indicating the number of credits for each subject and the volume of practical work undertaken (If these documents do not exist in the candidate's country, the applicant should obtain a statement to this effect from the diplomatic mission of the Czech Republic and include this in the application file. If this is the case, the applicant will have to take a compensatory examination in the host country in accordance with the Czech legislation.);
- b) An officially certified translation in Czech of the secondary school final leaving certificate and of the transcript of subjects studied each year at a secondary school (i.e. secondary leaving certificate or high school diploma);

(These should be certified either by the Ministry of Foreign Affairs of the country where the diplomas were issued, or, legalized and certified by the Czech Embassy in the applicants' home country. This is not necessary **only** if a bilateral agreement on juridical assistance between the applicant's country and the Czech Republic states otherwise. The diplomas will have to be validated upon arrival in the Czech Republic);
- c) A medical certificate not older than two months and translated into English or Czech
- d) Statements (see form entitled "Declaration", attached) signed by the applicant declaring that :

Form Annex N°1: he/she is acquainted with the terms and conditions governing the scholarship scheme of the Government of the Czech Republic which are stipulated in their circular entitled *Instructions regarding the Scholarship Award Scheme of the Government of the Czech Republic*.

Form Annex N°2: he/she accepts the terms and conditions governing the provision of healthcare

Form Annex N°3: he/she affirms that, if granted the fellowship, he/she shall return to his/her home country upon completion of studies.

Form Annex N°4: Final Report of a Government Scholarship Holder
- e) An officially certified copy of the candidate's birth certificate translated into Czech;
- f) Copy of the passport,
- g) Two recent photographs (3.5 x 4.5 cm) to be attached to the application form.
- h) CV with a focus on studies and employment

II. Master's Study Programme (4-6 years long)

- a) A certified copy of the diploma or any other document confirming the completion of the Bachelor's study programme (i.e., a certificate on state (Bachelor's) examination, a certificate that gives clear evidence of previous study and qualifications and of his/her ability to pursue higher studies, and transcript of courses completed and examinations passed) as "Supplement to Diploma";
- c) A certified translation in Czech of the diploma or any other document confirming the completion of the Bachelor's Study Programme;
(The above-mentioned documents should be certified either by the Ministry of Foreign Affairs of the country where the diplomas were issued, or, legalized and certified by the Czech Embassy in the applicants' home country. This is not necessary **only** if a bilateral agreement on juridical assistance between the applicant's country and the Czech Republic states otherwise. The diplomas will have to be validated upon arrival in the Czech Republic.)
- d) A medical certificate not older than two months and translated into English or Czech;
- e) Statements (see form entitled "Declaration", attached) signed by the applicant declaring that :
Form Annex N°1: he/she is acquainted with the terms and conditions governing the scholarship scheme of the Government of the Czech Republic which are stipulated in their circular entitled *Instructions regarding the Scholarship Award Scheme of the Government of the Czech Republic*.
Form Annex N°2: he/she accepts the terms and conditions governing the provision of healthcare
Form Annex N°3: he/she affirms that, if granted the fellowship, he/she shall return to his/her home country upon completion of studies.
Form Annex N°4: Final Report of a Government Scholarship Holder
IMPORTANT: Applicants are advised to read carefully the "*Instructions regarding the Scholarship Award Scheme of the Government of the Czech Republic*", attached, and sign the "Declaration" mentioned above to show acceptance of the conditions of their stay in the Czech Republic.
- f) An officially certified copy of the candidate's birth certificate translated into Czech;
- g) Copy of the passport,
- h) Two recent photographs (3.5 x 4.5 cm) to be attached to the application form, and
- i) CV with a focus on studies and employment

The final selection will be contingent upon the receipt of these requirements and their clearance by the respective authorities. **ONLY COMPLETE FILES WOULD BE CONSIDERED.**

E. FACILITIES OFFERED BY THE GOVERNMENT OF THE CZECH REPUBLIC

- a) Tuition is free of charge;
- b) A monthly allowance of **12,000 Czech Crowns** (1 euro = approximately 25 crowns) for students undertaking bachelor and master's study programmes **(Should this allowance be considered insufficient, the applying Member State may consider granting a partial contribution, or, the candidate may have to seek other funds from private sources to complement this allowance)**;
- c) Accommodation at the student dormitories at reduced rates (to be paid by the fellow out of the allowance mentioned in (b) above);
- d) Access to meals (to be paid with the monthly allowance) in the student dining halls;
- e) Access to discounts for urban transportation; and
- f) Health insurance and free basic medical care.

(Note: The facilities [c-f] are provided under the same condition as for Czech students, i.e. at a relatively lower price.)

F. FACILITIES OFFERED BY UNESCO

- a) UNESCO will cover **international travel expenses** within the framework of the Fellowships Programme under the Regular Programme. Upon selection of the candidates, UNESCO will undertake the necessary action to authorize tickets to the beneficiaries before their departure for the Czech Republic. And,
- b) A special one-time allowance of **US\$200** to cover transit and other miscellaneous expenses.

G. DEADLINE FOR THE SUBMISSION OF APPLICATION FILES TO UNESCO: 7 December 2012

Only candidatures endorsed by the relevant government body (i.e., National Commission for UNESCO or Permanent Delegation to UNESCO) will be entertained. All applications should reach the Fellowships Section (ERI/NCS/FLP), UNESCO (7 Place de Fontenoy, 75352 Paris 07) **imperatively on or before 7 December 2012**. An advance copy of the application may be sent by fax (+33.1 45685503) or e-mail (a.zaid@unesco.org; l.zas-friz@unesco.org). A hard copy with the required attachments (mentioned in paragraph C3 [a-f]) above should be sent by airmail. For a rapid and sure delivery, it is advisable to send the application files **by DHL** especially for countries outside Europe.

Files which are not complete or which are received after the deadline, as well as candidates who do not fulfil the requirements mentioned above, cannot be taken into consideration.

EXTENSION OF THE DEADLINE IS NOT POSSIBLE.

The Czech authorities will make the final selection of the candidates.

H. DATES AND DURATION

The academic year in the Czech Republic is divided into two semesters: winter semester and summer semester. Winter semester begins in September, and the summer semester starts in February. Undergraduate studies (Bachelor's study programme) take 3 to 4 years to complete, and Master's study programme from 4 to 6 years long.

I VISAS

All foreigners who are to study in the Czech Republic are required to obtain a long-term residence permit. Details of the procedures to be followed to obtain this visa will be provided to selected candidates.

(Selected candidates will be required to provide a certificate attesting a clean criminal record.)

IMPORTANT

No provision to finance or lodge family members can be made. It is the National authorities' responsibility to ensure that all candidates are duly informed of the above conditions prior to submission of their applications for these fellowships.

UNESCO/Czech Republic Co-Sponsored Fellowships Programme for the Academic Year 2013-2014

PROGRAMME OF STUDIES/DURATION	QUALIFICATIONS REQUIRED	FIELDS OF STUDY
I. Bachelor's Study Programme (3-4 years)	<ul style="list-style-type: none">a) Secondary educationb) Be not more than 28 years of agec) Be in good health, both physically and mentally	The donor country highly recommends Natural Resources and Environment, Forestry Water and Landscape Management, Technology and Environmental Engineering, Economics and Finance . Preference will be give to students who will take these fields of study. (Courses in the field of arts, architecture and pedagogy are not offered, as these require entrance examinations and talent tests.)
II. Master's Study Programme (4-6 years)	<ul style="list-style-type: none">a) University education (i.e., the equivalent of a BA or BSc.)b) Be not more than 35 years of age; andc) Be in good health, both physically and mentally	Same as above.

Note: There is no possibility to change neither the field of study nor the study programme once the fellowship is awarded.

GUIDELINES FOR GRANTING SCHOLARSHIPS OF THE GOVERNMENT OF THE CZECH REPUBLIC

Annex III

upon Government Resolution No. 301 as of 25 April 2012
on the Strategy for Granting Government Scholarships for Students from Developing Countries in
2013 – 2018

Issue No.: 1

Date of issue: 09/2012

Efficient as of: October 1, 2012

Sponsor: International Relations Department of the Ministry of Education, Youth and Sports (MEYS), Development Cooperation Department of the Ministry of Foreign Affairs (MFA)

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Annex No. 1: Declaration about the Acceptance of the Terms and Conditions Governing the
Granting of Scholarships of the Government of the Czech Republic

Annex No. 2: Declaration about the Acceptance of the Terms and Conditions Governing the
Provision of Healthcare

Annex No. 3: Affirmation on the Return to the Sending Country upon Completing the Studies

Annex No. 4: Final Report of a Government Scholarship Holder (Form)

1 Scholarships of the Government of the Czech Republic – General Information

Granting scholarships to citizens from developing countries for studies at Czech public Higher Education Institutions (HEIs) is an important part of foreign development cooperation of the Czech Republic (CR) with a long tradition.

From the late 1950s until present day, over 21,500 foreign nationals have completed their studies at Czech HEIs with a scholarship of the Government of the CR.

Government scholarships for studies at public HEIs in the CR are governed by a Resolution of the Government of the CR as part of a joint project pursued by the Ministry of Education, Youth and Sports (“MEYS”) (www.msmt.cz) and the Ministry of Foreign Affairs (“MFA”) (www.mzv.cz).

The terms and conditions as well as the procedures for granting scholarships of the Government of the CR are governed by the Guidelines for Granting Scholarships of the Government of the Czech Republic and by the pertinent MEYS scholarship programme promoting the studies of foreign nationals in the CR that is announced by the Minister of Education.

Specific tasks related to arranging the studies of scholarship holders at public HEIs in accordance with the Guidelines for Granting Scholarships of the Government of the Czech Republic and the MEYS scholarship programme are carried out by the Centre for International Services (abbreviated “DZS” in Czech) (www.dzs.cz).

Within the scope of foreign development cooperation the Czech Republic provides scholarships for the following studies:

In the Czech language:

- Bachelor’s study programmes (three- to four-year long);
- Master’s study programmes (four- to six-year long);
- Doctoral study programmes (three- to four-year long).

In the English language:

- Selected follow-up Master’s study programmes (one- to three-year long);
- Selected Doctoral study programmes (three- to four-year long).

Language and preparatory studies (one-year long; only for those who have applied for a scholarship to study in the Czech language).

Students may be admitted to study a Bachelor’s and Master’s study programme in the CR only if they have completed full secondary general education or full secondary vocational education corresponding to secondary education with a school-leaving examination (“maturitní zkouška”) in the CR.

Students may be admitted to study a Master’s study programme that follows up on a Bachelor’s study programme only if they have duly completed their studies of a Bachelor’s study programme.

Students may be admitted to study a Doctoral study programme only if they have duly completed their studies of a Master’s study programme.

A scholarship of the Government of the CR for studies in the English language may only be granted if the student has a good command of English.

If applicable, the applicant shall prove his/her English language knowledge by an internationally recognised certificate (e.g. TOEFL, IELTS, APIEL, etc.). If the applicant does not have the above certificate or if the submitted certificate has not been recognised by an official of the pertinent Mission of the CR abroad, the applicant for a scholarship of the Government of the CR shall sit an entry English language test in the course of his/her application submission.

Scholarships for studies in the Czech language are granted with view to a list of recommended fields of study, updated according to the needs of specific countries and also with regard to ongoing development cooperation projects. The list is enclosed with the annual offer of scholarships of the Government of the CR for the individual countries.

Scholarships for studies of follow-up Master’s and Doctoral study programmes in the English language are granted only in selected study programmes listed below. Scholarships of the Government of the CR are not granted in any other fields of study in the English language.

School, Faculty	Study programme	Field of study
Czech University of Life Sciences Prague (ČZU), Faculty of Agrobiological Sciences and Food and Natural Resources (FAFN) (FAFN)	Follow-up Master's study programme (abbreviated "MSPN" in Czech)	Natural Resources and Environment
Czech University of Life Sciences Prague (ČZU), Faculty of Forestry and Wood Sciences (FFWS)	Follow-up Master's study programme (MSPN)	Forestry, Water and Landscape Management
Czech University of Life Sciences Prague (ČZU), Faculty of Engineering (FE)	Follow-up Master's study programme (MSPN)	Technology and Environmental Engineering
Czech University of Life Sciences Prague (ČZU), Faculty of Economics and Management (FEM)	Follow-up Master's study programme (MSPN)	System Engineering and Informatics
University of Hradec Králové (UHK), Faculty of Informatics and Management (FIM)	Follow-up Master's study programme (MSPN)	Information Management
Mendel University of Agriculture and Forestry in Brno (MZLU), Faculty of Agronomy (FA)	Doctoral study programme (abbreviated "DSP")	Agricultural Chemistry
Charles University (UK), Center for Economic Research and Graduate Education (CERGE)	Doctoral study programme (DSP)	Economics, Theoretical Economics
Charles University (UK), Faculty of Social Sciences, Institute of Economic Studies (FSV-IES)	Follow-up Master's study programme (MSPN)	Economics, Economics and Finance

Upon a Decision of the Ministry of Education, Youth and Sports, scholarships of the Government of the Czech Republic are granted to promote studies of specific Bachelor's, Master's, follow-up Master's and/or Doctoral study programmes in the on-site mode of study that are pursued by a public HEI (or its Faculty) for a period that equals the regular duration of studies. Scholarships are not transferable to other persons or other academic years. Once a scholarship is granted, neither the public HEI nor the study programme and/or field of study may be changed.

2 Application Form Submission, Deadlines, Forms

The applicant shall deliver a filled in application form both in electronic form and by post. Website address: <http://registr.dzs.cz/registr.nsf>. The applicant shall enter UNESCO as the "Sending Organisation" in the application form and submit complete documentation by a given deadline so as to ensure that proposals for scholarships to be granted in a new academic year are at the disposal of the Ministry of Foreign Affairs of the Czech Republic and the Ministry of Education, Youth and Sports of the Czech Republic in Prague by 31 December of the year prior to the given academic year.

Applicants who are regular students of an accredited study programme at a public HEI in the CR at the time designated as a deadline for the application form submission shall send two counterparts of a filled in and signed application form, study confirmation issued by the pertinent HEI, and a document stating the study outcomes of their whole present studies to date to the following address: ORS MZV, Loretské náměstí 5, 118 00 Praha 1 – Hradčany. The latter applicants do not have to sit entry tests and/or interviews.

3 Submitted Documentation

Applicants for a scholarship of the Government of the CR shall submit documentation only when requested by the Mission to do so and they shall submit the documentation in two counterparts (i.e. two separate identical files).

Only complete documentation that meets the requirements stated hereinafter shall be considered.

Documentation that does not meet the requirements shall be officially returned without any further reasoning.

In order for an applicant to be admitted to study at a HEI, his/her documents proving foreign educational attainment must be recognised in the CR. It is advisable that when travelling to the CR, students should have at least two extra counterparts of the documents necessary for the admission procedure and for the recognition of foreign educational attainment with them.

It is also recommended that students who shall pursue their studies at a HEI without the one-year long language and preparatory studies have their education recognised already prior to their arrival in the CR. The actual procedure is published at the public HEI website.

If it is not possible to have documents translated into the Czech language pursuant to the requirements specified hereinafter in the country that nominates the applicant for the studies, applicants may enclose legalised translations into the English language done by a sworn translator/interpreter.

Applicants for studies at the Center for Economic Research and Graduate Education of Charles University (abbreviated “UK CERGE”) shall enclose with their documentation legalised translations only into the English language.

3.1 Application Form and Submitted Documents

Each applicant shall present the following documents in two counterparts:

1. Application Form for a Scholarship of the Government of the CR (“Application Form”) with a glued photo. The Application Form must be completely filled in, preferably in English or in Czech, either in electronic form or legibly handwritten large capital letters. The application form has to include all addresses of the applicant’s permanent residence at least in the past two years, specification of study purpose, structured CV with information about all studies that the applicant has commenced and/or completed, obtained titles, diplomas and/or other certificates including addresses of the education institutions, information about employment (company name, address, position and job description), list of stays abroad and study stays over the past five years, and a motivational letter in which the applicant shall briefly describe his/her expectations in terms of the future studies, practical application of learning and benefit for the country that has nominated him/her;
2. CV with a focus on studies and employment;
3. Photocopy of his/her passport if it has been issued;
4. Declaration about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships of the Government of the Czech Republic;
5. Declaration about the Acceptance of the Terms and Conditions Governing the Provision of Healthcare;
6. Affirmation on the Return to the Sending Country upon Completing the Studies;
7. Legalised copy of birth certificate with a legalised translation into the Czech language;
8. Medical confirmation about the applicant’s state of health no older than two months with a legalised translation into English or into Czech.

Applicants shall furthermore submit two counterparts of documents necessary for the admission procedure to study at a public HEI and for the recognition of their foreign educational attainment. The list of these documents may differ depending on the type of selected studies (study programme), as is stipulated hereinafter.

3.2 Other Documents Submitted by Applicants for the Studies of a Bachelor's and/or Master's Study Programme in the Czech Language

9. Legalised copy of a foreign certificate (i.e. proof of completed secondary education) with a legalised translation into the Czech language done by a sworn translator/interpreter entered in a list of experts and interpreters in the CR;
10. Document proving the content and scope of education completed at a foreign school (i.e. a list of subjects studied in individual grades at a secondary school, duration and/or confirmation of the scope of vocational education) with a legalised translation into the Czech language done by a sworn translator/interpreter entered in a list of experts and interpreters in the CR;
11. Document proving that the school is recognised by the state pursuant to whose legal order the foreign certificate has been issued and that it belongs to its system of education, if this fact is not stated in the foreign certificate, with a legalised translation into the Czech language done by a sworn translator/interpreter entered in a list of experts and interpreters in the CR.

3.3 Other Documents Submitted by Applicants for the Studies of a Follow-up Master's Study Programme in the English Language

9. Legalised copy of a foreign diploma, certificate or similar document proving due completion of a Bachelor's study programme with a legalised translation into the Czech language done by a sworn translator/interpreter entered in a list of experts and interpreters in the CR;
10. Legalised copy of a supplement to diploma or list of completed lectures and taken examinations including their scope and obtained grades (marks) with a legalised translation into the Czech language;
11. Additional information proving that the study programme was pursued by an institution entitled to provide higher education, with a legalised translation into the Czech language done by a sworn translator/interpreter entered in a list of experts and interpreters in the CR;
12. Additional information about the content of foreign higher education;
13. Internationally recognised certificate proving the level of English language knowledge (if the applicant has one).

3.4 Other Documents Submitted by Applicants for the Studies of a Doctoral Study Programme in the Czech or English language

9. Legalised copy of a foreign diploma, certificate or similar document proving due completion of a Bachelor's study programme with a legalised translation into the Czech language;
 10. Legalised copy of a supplement to diploma or list of completed lectures and taken examinations including their scope and obtained grades (marks) with a legalised translation into the Czech language;
 11. Additional information proving that the study programme was pursued by an institution entitled to provide higher education, with a legalised translation into the Czech language;
 12. Additional information about the content of foreign higher education;
- And furthermore:
13. Overview of publication activity;
 14. Overview of expert topics on which the applicant wishes to focus in the Doctoral study programme;
 15. Ideas about the focus of the dissertation thesis (3 to 5 pages long);
 16. Two letters of recommendation by professors teaching at an academic institution;
 17. If applicable, other documents proving the applicant's qualifications advancement and scholarly/scientific activity to date.

Applicants for the studies of a Doctoral study programme in the English language shall also present the following document:

18. Internationally recognised certificate proving the level of English language knowledge (if the applicant has one).

3.4.1 Recognition of Foreign Secondary Education

In order for an applicant to be admitted to study at a HEI, the validity of foreign certificates (i.e. documents proving prior completed studies and attained secondary or higher education) must be recognised on the territory of the Czech Republic.

An application for the recognition of foreign certificates shall be submitted to the pertinent Regional Authority pursuant to the foreign national's place of residence in the CR.

If the Czech Republic is bound by an international treaty to recognise a foreign certificate as equal to a document proving educational attainment issued in the CR, the pertinent Regional Authority shall issue a certificate on the recognition of equality of the foreign certificate in the CR.

If the Czech Republic is not bound by an international treaty to recognise a foreign certificate as equal to a document proving educational attainment issued in the CR, the pertinent Regional Authority shall decide on validation (i.e. recognition in the CR of the validity of a document that proves completed education attained at a foreign school) on the basis of an application that must contain enclosed documents stated in Chapter 3.2.

If the Regional Authority establishes in the course of validation proceedings that the content and scope of education completed at a foreign school differs compared to education pursuant to a similar Framework Educational Programme (FEP) in the CR, it shall reject the application.

Secondary education with a school-leaving examination ("maturitní zkouška") in the CR is at least a four-year long study pursued upon completion of a nine-year compulsory school attendance. If the content and scope of education at a foreign school differs only partially, the Regional Authority shall order a validation examination whereby it shall test whether the applicant's knowledge and skills correspond to the objectives and content of education pursuant to the pertinent Framework Educational Programme (FEP) in the CR. If the applicant fails the above examination, the Regional Authority shall reject the validation application.

Certificates on the recognition of equality of foreign certificates in the CR that are obtained by graduates of a European school are issued by the Ministry of Education, Youth and Sports.

MEYS CR shall also decide on the validation of a foreign certificate issued by a foreign school with an educational programme pursued in agreement with the Ministry of Education, Youth and Sports.

The Ministry of the Interior is the body that issues certificates on the recognition of equality and decides on the validation of foreign certificates for police and fire protection officers, whereas the Ministry of Defence pursues the above tasks with respect to military officers.

3.4.2 Elements of Submitted Documents

Provided an international treaty by which the CR is bound does not stipulate otherwise, the authenticity of signatures and stamps on the originals of foreign certificates and the fact that a school is recognised by the state pursuant to whose legal order the foreign certificate has been issued shall be verified by the pertinent Mission of the CR and by the Ministry of Foreign Affairs of the state pursuant to whose legal order the foreign certificate has been issued, or by a notary active on the territory of that state (referred to as "super-legalisation").

As for documents proving educational attainment issued in states with which the CR has concluded a contract on legal assistance in civil matters that contains provisions on mutual recognition of public deeds without the necessity of their further legalisation, the signature and stamp authenticity on the originals of documents proving educational attainment does not have to be verified by the Mission of the CR and the Ministry of Foreign Affairs of the state pursuant to whose legal order the foreign certificate has been issued or by a notary active on the territory of that state. In this case, documents may therefore be submitted without further legalisation.

As for documents proving educational attainment issued in states that have signed the Convention Abolishing the Requirement of Legalization for Foreign Public Documents adopted in The Hague on 5 October 1961 (“Hague Convention”), final legalisation is done by means of an apostille by the pertinent national body. Further information about what body has the jurisdiction to issue a clause in the form of an apostille can be provided by the Mission of the CR or local authorities of the given state.

3.5 Recognition of Foreign Higher Education and Elements of Submitted Documents

3.5.1 Recognition of Foreign Higher Education

In order for an applicant to be admitted to study a follow-up Master’s or Doctoral study programme, the authenticity of his/her foreign documents proving prior higher education has to be recognised in the CR.

A certificate on the recognition of foreign higher education or its part in the CR shall be issued by a public HEI that pursues a study programme with a similar content (or by the MEYS if the CR is bound by an international treaty concluded with the country where the foreign HEI is established and recognised and if the MEYS has been empowered by this treaty to perform the recognition) upon an application submitted by a graduate of a foreign HEI that the applicant may either submit himself/herself or through a representative. Further information on the recognition of foreign higher education can be found at the given public HEI website.

3.5.2 Elements of Submitted Documents

Provided an international treaty does not stipulate otherwise, the authenticity of signatures and stamps on the originals of diplomas and other documents proving attained education has to be legalised by the Ministry of Foreign Affairs of the state where the HEI that has issued the certificate has its seat or by a pertinent foreign body and foreign Mission of the CR in/for the country where the HEI that has issued the diploma has its seat (referred to as “super-legalisation”).

As for diplomas and other documents proving educational attainment issued in states with which the CR has concluded a contract on legal assistance in civil matters that contains provisions on mutual recognition of public deeds without the necessity of their further legalisation, the signature and stamp authenticity on the originals of documents proving educational attainment does not have to be verified by the Mission of the CR and the Ministry of Foreign Affairs of the state pursuant to whose legal order the foreign certificate has been issued or by a pertinent authority of the state where the HEI has its seat. In this case, documents may be submitted without further legalisation.

As for diplomas and other documents proving educational attainment issued in states that have signed the Convention Abolishing the Requirement of Legalization for Foreign Public Documents adopted in The Hague on 5 October 1961 (“Hague Convention”), final legalisation is done by means of an Apostille by the pertinent body of the state. Further information about what body has the jurisdiction to issue a clause in the form of an apostille can be provided by the Mission of the CR or local authorities of the given state.

4 Arrival in the Czech Republic

Students must arrange their arrival in the CR in such a way so that they can commence their studies on the date laid down in the Decision on Granting the Scholarship. Studies may be commenced later only if there are serious objective obstacles that prevent the student from travelling to the Czech Republic. The student shall notify of these circumstances in writing and shall document them sufficiently in advance, at the latest within 30 days from the date of commencement laid down in the Decision on Granting the Scholarship.

If the date of commencement of the stay is changed upon documenting objective obstacles that prevent the student from commencing his/her studies on the due date, the receiving party may book accommodation at a different address than the one stated in the accommodation information.

If a student does not commence studies within 30 days from the date of commencement of the stay laid down in the Decision on Granting the Scholarship without a due justification, both the scholarship and accommodation booking shall be cancelled after the 30-day time limit from the date of commencement laid down in the Decision on Granting the Scholarship has elapsed.

Each student shall provide the following information by e-mail sent to vladni.stipendia@dzs.cz:

- Scheduled arrival date; or
- That s/he shall not use the scholarship and shall not arrive in the CR as soon as s/he learns of this situation.

Upon arrival in the CR each student shall register (check in) as a government scholarship holder, i.e. s/he shall fill in his/her Personal Information Sheet and shall receive a student number. All government scholarship holders are registered by a pertinent employee of the International Student Office of the Institute for Language and Preparatory Studies of Charles University. If a student has not registered at the International Student Office, the registration shall be done by an employee of the pertinent public HEI who is in charge of enrolment.

Upon arrival in the CR students must be prepared to pay initial expenses of CZK 3,000 to 5,000 for administrative fees related to their studies and/or additional expenses according to their needs (e.g. clothing, translations, document legalisation and recognition of their educational attainment, etc.).

Before departing for the Czech Republic, students should take into account the Central European climate and bring adequate clothing. Temperatures in winter (December-March) may drop to -20° C (-4° F).

4.1 Arrival of Scholarship Holders Admitted to Studies in the Czech Language

Government scholarship holders admitted to study in the Institute for Language and Preparatory Studies ("ILPS") shall get to the International Student Office at their own costs after they arrive in the CR.

The International Student Office is a centre established by the ILPS that is open at the time scheduled for student arrival and that provides assistance to government scholarship holders upon their arrival in the CR.

During the scheduled student arrival period the International Student Office is in operation 24 hours a day 7 days a week. Students are given all the help they need, receive further instructions and information and assistance with arranging transportation to the pertinent Study Centre of Institute for Language and Preparatory Studies located outside of Prague, with their registration and/or with their statutory obligation to register in the CR.

Each student shall notify an official of the International Student Office of the date and approximate hour of his/her scheduled arrival in the CR by phone at +420 608 437 591 or by e-mail: tranzit@ujop.cuni.cz. The International Student Office has its seat on the 9th floor of the Krystal Hotel, José Martího 2/407, 162 00 Prague 6 – Veleslavín, GSM: +420 608 437 591, or Krystal Hotel reception desk: +420 220 563 411.

4.2 Arrival of Scholarship Holders Admitted to Studies in the English Language who Commence Their Studies at a Higher Education Institution Straight Away

Upon arrival in the CR and registration at the International Student Office government scholarship holders shall get to the seat of the HEI where they have been admitted to study at their own costs, shall accommodate themselves at the address laid down in the Decision on Granting the Scholarship, shall meet the obligation to register in the CR within 3 days from arrival in the CR if the accommodation facility does not do it for them, and shall enrol for studies at the pertinent HEI (at the Faculty where the study programme for which they have been granted the scholarship is taking place). Besides registration, students may also make use of further services provided by the International Student Office (e.g. accommodation upon arrival in the CR before they move to the seat of the HEI) if they request those services well in advance at the following e-mail addresses: vladni.stipendia@dzs.cz and tranzit@ujop.cuni.cz

5 Language and Preparatory Studies

Before commencing their studies of a specific study programme at a HEI in the Czech language, applicants are granted a scholarship for a one-year long study in a prep year at the Institute for Language and Preparatory Studies of Charles University ("ILPS").

In the course of their language and preparatory studies students shall make arrangements to have their foreign secondary education recognised, submit an application to study at a public HEI and go through the admission procedure for the on-site mode of study of a Bachelor's or Master's study programme at a public HEI.

Upon admission to a HEI students are obliged to submit an application without delay through the Institute for Language and Preparatory Studies to the Study Department of the Centre for International Services (DZS) to issue a Decision on Granting the Scholarship for a regular period of study of the study programme into which they have been admitted. A Decision on Granting the Scholarship shall be issued upon this application to the student to promote his/her studies of a specific field of study and a specific study programme for a regular period of study. If the student fails to accept the Decision on Granting the Scholarship and fails to acknowledge its receipt, the scholarship cannot be paid to him/her by the HEI.

6 Material and Financial Provision for Scholarship Holders

Scholarships of the Government of the Czech Republic are granted upon a Decision of the Ministry of Education, Youth and Sports to promote studies in the Czech language, i.e. Bachelor's study programmes (three- to four-year long), Master's study programmes (four- to six-year long), Doctoral study programmes (three- to four-year long); to promote studies in the English language, i.e. selected follow-up Master's study programmes (one- to three-year long), selected Doctoral study programmes (three- to four-year long); and to promote one-year long language and preparatory studies for those scholarship holders who have applied for a scholarship to pursue their studies in the Czech language.

A government scholarship holder who has successfully completed studies of a Bachelor's study programme in the Czech language and has been admitted to study a follow-up Master's study programme in the Czech language may be granted a scholarship also for the follow-up Master's study programme in the Czech language.

Scholarships are granted for the on-site mode of study of a specific study programme/field of study pursued by a given public HEI (or its Faculty) for a period that equals the regular duration of study. Scholarships are not transferable to other persons or other academic years. Once a scholarship is granted, neither the public HEI nor the study programme and/or field of study may be changed.

If a student fails to accept the Decision on Granting the Scholarship and fails to acknowledge its receipt, the scholarship cannot be paid to him/her.

Scholarship is paid to the student for a period laid down in the MEYS Decision unless the entitlement to the scholarship ceases on a given ground (see Chapter 7).

The scholarship granted for the studies of a Bachelor's study programme upon the MEYS Decision can be paid to the student during the whole period laid down in the Decision, i.e. even during holidays upon completing Bachelor's studies if the student proves that s/he has been admitted to study a follow-up Master's study programme in the following academic year and if s/he is on the territory of the CR during this period.

The scholarship covers necessary costs related to stay and study in the CR. The scholarship amount is regularly amended. Currently the amount paid to students of a Bachelor's, Master's or follow-up Master's study programme stands at CZK 12,000 per month, whereas the amount paid to students of a Doctoral study programme stands at CZK 14,500 per month.

The scholarship amount already includes an amount designated for the payment of accommodation costs.

Costs of accommodation, food and public transport are covered by scholarship holders under the same conditions that apply to students who are citizens of the CR.

Should healthcare exceeding standard care be required by the student, s/he shall cover it at his/her own costs. More information can be found in Chapter 9.

If a foreign scholarship holder exceeds the regular period of study and/or the period for which scholarship has been granted to him/her, s/he shall lose the status of a government scholarship holder. Like a citizen of the Czech Republic, s/he shall from then on be obliged to pay the fees designated by the school for prolonging his/her studies at his/her own costs. After payment of the government scholarship is terminated, the student may stay on the territory of the CR only at his/her own responsibility if s/he arranges and pays for all elements related to obtaining a residence permit to stay in the CR, his/her study, accommodation and food, etc. at his/her own costs. The same applies if a student interrupts his/her studies.

Travel expenses for travelling to the Czech Republic and back to the student's homeland are paid by the party that has nominated the student to study in the CR or by the foreign national at his/her own costs.

7 Cessation of the Entitlement to Scholarship

A scholarship granted pursuant to the MEYS scholarship programme shall not be paid and the student shall not be entitled to it:

1. During his/her absence on the territory of the CR if this absence lasts longer than 30 consecutive calendar days and is not part of specific study duties outside the territory of the CR (starting from the month in which the foreign national has completed the time limit of 30 calendar days of consecutive absence on the territory of the CR).
2. During the interruption of his/her studies (starting from the calendar month that follows the month when the interruption has commenced).

If a foreign national is not present on the territory of the CR in a given month for more than 15 calendar days for other than study reasons and if his/her entitlement to the scholarship does not cease pursuant to paragraph 1 or 2, only a half of the granted monthly scholarship amount shall be paid to him/her in that month.

3. After ending his/her studies. If a foreign national duly completes his/her studies of a given study programme, the scholarship payment shall be terminated on the second month following the month when the foreign national has completed his/her studies. The scholarship payment in other cases shall be terminated on the first month following the month when his/her studies have been ended.

4. If s/he does not enrol in his/her studies within the given time limit (i.e. within 30 calendar days from the date when s/he is to commence his/her studies as stated in the given Decision on Granting the Scholarship).
5. If s/he obtains a permanent residence permit to reside in the CR (starting from the calendar month that follows the month when the above decision has been issued).
6. Besides, the entitlement to scholarship shall cease on the day on which another Decision on Granting the Scholarship to the given foreign national (amending the previous Decision) issued by the Ministry of Education, Youth and Sports comes into force and effect, as well as upon its own initiative based on a change of facts that had been decisive for the assessment of the original application for the scholarship or based on establishment of false data stated in the original application and submitted documentation.

The scholarship payment shall be terminated if the student:

7. Discontinues his/her studies;
8. Is expelled from his/her studies;
9. Has obtained the Decision on Granting the Scholarship as a result of fraudulent conduct or as a result of stating false data;
10. Pursues other activities that are contrary to legal regulations valid in the Czech Republic.

If the scholarship payment has been terminated, the foreign national is obliged to return to his/her homeland without delay.

8 Residence of Foreign Nationals in the Czech Republic

A foreign national (government scholarship holder) may travel to the CR only after s/he has applied for the issuance of a long-term residence permit for the purposes of study and his/her application has been approved through the Mission of the CR. It is not possible to apply for a long-term residence permit on the territory of the CR. Specific up-to-date information about the elements that have to be enclosed with the application for issuing a long-term residence permit shall be provided by the pertinent Mission of the CR upon request. Information is also available at the Ministry of the Interior website at www.mvcr.cz/clanek/infomrace-pro-skoly.aspx (Services for the Public, Information for Foreign Nationals, Information for Schools and Students).

The government scholarship holder shall enclose the MEYS Decision on Granting the Scholarship in the Czech language with the application for issuing a long-term residence permit. This Decision serves as a document proving the purpose of his/her stay on the territory of the CR as well as a proof of having sufficient funds for his/her stay and reimbursement of any healthcare that is required. A proof of accommodation issued by the accommodating facility shall also be enclosed.

If the application for issuing a long-term residence permit is approved, the Mission of the CR shall provide the foreign national's passport with visa that entitles him/her to reside on the territory of the CR until the residence permit is issued.

Upon his/her arrival in the CR the foreign national is obliged to notify of the place of his/her residence on the territory of the CR within 3 working days from entering the country. To do so, s/he shall come in person to the pertinent regional office of the Asylum and Migration Policy Department of the Ministry of the Interior where s/he shall fulfil the duty to notify. At the same time, a date shall be agreed there when his/her biometric data shall be provided (i.e. face photo and fingerprints), which are necessary for issuing his/her residence permit.

A foreign national who resides on the territory of the CR on the basis of a long-term residence permit is obliged to notify the pertinent regional office of the Asylum and Migration Policy Department of the Ministry of the Interior (the office having competence according to the new place of residence) of a change of his/her residence within 30 days from the date when this change has occurred if this change of the place of residence shall be longer than 30 days.

9 Terms and Conditions Governing the Provision of Healthcare

Costs of healthcare provided to government scholarship holders are reimbursed by the Ministry of Health in accordance with Section 180j(4) of Act No. 326/1999 Coll., which makes provision with respect to the residence of foreign nationals, as amended. The healthcare facility that has provided the above healthcare shall send an invoice to the Medical Insurance Supervision Department of the Ministry of Health, Palackého náměstí 4, 128 01 Praha 2.

Like citizens of the CR, foreign nationals have to pay i.e. regulatory fees ..

Upon arrival in the CR and before commencing their studies (at the latest one month from arrival), government scholarship holders have to undergo an initial medical examination. If this medical examination or any other check-up during the studies establishes that a government scholarship holder suffers from a severe disease that requires long inpatient care or costly treatment, the attending doctor is obliged to notify the Ministry of Health of this fact.

Severe diseases include among other things the following conditions: all types of tuberculosis, leprosy, plague, any venereal disease in any stage, neurosis, psychopathy, psychosis, epilepsy, post-traumatic condition, more severe forms of a nutrition disorder, severe cardiovascular disorders, chronic respiratory diseases, urinary diseases, kidney diseases, liver diseases, alimentary diseases, cancer, active cases of trachoma, acute parasitic disease, post-malaria condition, post-rheumatic fever condition, etc.

The Ministry of Health may submit a proposal to the MEYS to repatriate a government scholarship holder on health grounds if a disease is established in the student anytime during his/her studies that is contraindicated for the studies. Upon this proposal the MEYS shall ask the government scholarship holder to return to his homeland within a given deadline and shall terminate the scholarship payment.

The student shall lose his/her status of a government scholarship holder as of the date when the scholarship payment is terminated and from the following day onwards shall cover all costs related to his/her treatment and stay on the territory of the CR.

The Ministry of Health **shall not reimburse healthcare related to pregnancy**, delivery and childcare to female government scholarship holders. If pregnancy is established in a female government scholarship holder, it is recommended that she should interrupt her studies and return to her homeland for a necessary period of time. If the student decides to continue in her studies, we strongly recommend that she effects a commercial insurance for her and her baby at her own costs!

10 Duties of a Government Scholarship Holder

A foreign national who has been granted a scholarship of the Government of the CR and who has accepted this scholarship is obliged to abide by the rules laid down in the Guidelines for Granting Scholarships of the Government of the Czech Republic and follow instructions given by the Ministry of Education, Youth and Sports issued in relation to the Government Scholarship Programme and designated for government scholarship holders.

A government scholarship holder is furthermore obliged to:

- Fully focus on his/her studies for which the scholarship of the Government of the CR has been granted;
- Comply with legal regulations valid in the CR as well as regulations of the public HEI where s/he pursues his/her studies;
- Immediately inform an employee of the Study Department of the Centre for International Services (DZS) about the following:

- - Changes that have taken place in information stated in the Decision on Granting the Scholarship or that are essential with regard to pursuing studies with a scholarship of the Government of the CR;
 - Facts that may lead to exceeding the regular period of study (e.g. repetition of a grade, study distribution, individual study plan, long illness or serious personal problems, etc.);
 - Problems, difficulties and shortcomings related to the Government Scholarship Programme.
- Immediately ask the MEYS for its approval with the scholarship payment in a given period if s/he has to repeat the whole grade or study phase;
- Share experience and help others, in particular new government scholarship holders whenever it is needed;
- Prepare a final report upon ending his/her studies (on any ground) pursuant to a form given in Annex No. 4 and deliver it to the Study Department of the Centre for International Services (DZS) either in written or in electronic form;
- Return to the country that has sent him/her to the CR after ending his/her studies;
- Develop the knowledge, experience and friendship gained during his/her studies in the CR all his/her life and apply the learning in practice for the benefit of his/her country.

11 Useful Contact Information

Information about Studies at HEIs in the CR: www.studyin.cz

Information about foreign national entry and residence in the CR: www.mvcr.cz
(Services for the public, information for foreign nationals in English: www.mvcr.cz)
(Useful information in English: [Entry, Stay, Permanent Residence and International Protection in the Czech Republic](#))

MFA: Loretánské náměstí 5, 118 00 Prague 1,
www.mzv.cz

MEYS: Karmelitská 7, 118 12 Prague 1, www.msmt.cz

DZS*: Study Department, Na Poříčí 1035/4, 110 00 Prague 1,
www.dzs.cz,
e-mail: vladni.stipendia@dzs.cz

ILPS*: Vratislavova 10, 128 00 Prague 2

SC* Podebrady: Jana Opletala 77, 290 36 Poděbrady

SC Mariánske Lazne: Hlavní 390, 353 67 Mariánské Lázně

International Student Office: Krystal Hotel, José Martího 2/407, 162 00 Prague 6 –
Veleslavín, 9th floor,
+420 220 563 411,
GSM: +420 608 437 591, Krystal Hotel reception desk:
e-mail: tranzit@ujop.cuni.cz

* DZS = Centre for International Services of the Ministry of Education, Youth and Sports

* ILPS = Institute for Language and Preparatory Studies of Charles University

* SC = Study Centre of the above Institute for Language and Preparatory Studies

D e c l a r a t i o n

about the Acceptance of the Terms and Conditions Governing the Granting of Scholarships
of the Government of the Czech Republic

I.....country.....born.....
.....

As an applicant for a scholarship of the Government of the Czech Republic I hereby represent that I have received and read carefully the Guidelines for Granting Scholarships of the Government of the Czech Republic ("Guidelines"), that I accept the terms and conditions stated in the above Guidelines and that I shall abide by them if I am granted the scholarship upon a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship.

I am fully aware of the fact that if I fail to meet the terms and conditions stipulated by the Guidelines, the Ministry of Education, Youth and Sports shall terminate the scholarship payment. Upon termination of the scholarship payment I shall hereby lose the status of a government scholarship holder and shall be obliged to leave the territory of the CR.

I am furthermore aware of the fact that the Czech party shall not cover expenses related to my travel to the Czech Republic and back to my homeland upon completing my studies and it shall therefore be my duty to cover those expenses either from my own funds or with the assistance of the government or organisation that sends me to the Czech Republic to pursue my studies.

Done at.....on.....

.....
Signature of the scholarship applicant

On behalf of the Mission of the CR received by

D e c l a r a t i o n

about the Acceptance of the Terms and Conditions Governing the Provision of Healthcare

I.....country.....born.....
.....

As an applicant for a scholarship of the Government of the Czech Republic I hereby represent that I have read carefully the terms and conditions for the provision of healthcare in the Guidelines for Granting Scholarships of the Government of the Czech Republic (“Guidelines”), that I accept the above terms and conditions if I am granted the scholarship upon Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship.

I am fully aware of the fact that the Ministry of Education, Youth and Spots shall terminate the scholarship payment if I fail to abide by the stipulated duties and statutory obligations, or it shall do so upon a proposal of the Ministry of Health if a disease is established that is contraindicated for the studies.

Upon termination of the scholarship payment I shall hereby lose the status of a government scholarship holder and shall be obliged to leave the territory of the CR.

Done at.....on.....

.....
Signature of the scholarship applicant

On behalf of the Mission of the CR received by

A f f i r m a t i o n

on the Return to the Sending Country upon Completing the Studies

I.....country.....born.....

As an applicant for a scholarship of the Government of the Czech Republic I hereby affirm that if I am granted the scholarship upon a Decision of the Ministry of Education, Youth and Sports of the Czech Republic and accept this scholarship, I shall fully focus on my studies during the whole period for which I am granted the scholarship of the Government of the CR and that I shall return to the country that has nominated me to study in the CR/to my homeland immediately upon completing my studies, and/or after the time limit for the scholarship payment has elapsed, and/or after I lose the status of a government scholarship holder on a ground stipulated by the Guidelines, and/or upon termination of the scholarship payment upon a Decision of the MEYS.

Done at.....on.....

.....
Signature of the scholarship applicant

On behalf of the Mission of the CR received by

Final Report of a Government Scholarship Holder

Name:

Student No.:

Country:

Public Higher Education Institution (HEI):

Faculty:

Studies: Bachelor's Master's Follow-up Master's

Doctoral

Language of studies: Czech English Other (which one?)

Study programme:

Field of study:

Mode of studies completion:

Graduated on: Attained title:

Discontinued on: Reason:

Expelled on: Reason:

1. Where did you obtain the information about the government scholarship programme?
2. What motivated you to study in the Czech Republic?
3. Can you describe your language preparation before you started your studies at a public HEI?
4. Where did you stay during your studies (dormitory/flat)?
5. What was the price of your accommodation (in CZK per month)?
6. Were you satisfied with your accommodation (in terms of equipment and/or services)?
7. Did you receive any medical treatment?
8. Did you experience any problems with the provision and/or reimbursement of healthcare?
9. What was the amount of your scholarship (in CZK per month)?
10. What other resources did you use to fund your studies?
11. What was your average monthly expenditure during your study stay? (in CZK per month):

Of which food:

Of which accommodation:

Of which study aids:

12. Did you pay any fees to the HEI? If so, can you please describe them?
13. How did the recognition of your foreign educational attainment go? Did you face any problems in this respect? If so, can you please describe them?
14. What are the benefits of your studies in the CR for you? What do you see as the greatest benefit?
15. How would you like to apply in practice your knowledge and experience obtained during your studies in the CR?
16. Do you already have a specific job offer? If so, can you please describe it?
17. What are your study/work/personal plans for the nearest future?
18. Did you encounter any serious difficulties during your studies in the CR? If so, can you please describe them?
19. Do you have any recommendations for your followers, i.e. other government scholarship holders? If so, can you please write them down?
20. Do you have any comments or ideas about the Government Scholarship Programme?
21. Would you like to participate in the Alumni Club of government scholarship holders?
22. Please describe the activities that you would appreciate in the Alumni Club:
23. Please write down your address and e-mail where we can reach you and inform you about the Alumni Club:

Done at

Date

Signature



MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

GOVERNMENT SCHOLARSHIP APPLICATION FORM
CUESTIONARIO DE SOLICITUD DE BECA DEL GOBIERNO
FORMULÁŘ ŽÁDOSTI O STIPENDIUM VLÁDY ČR

Please type or complete in block letters and submit in duplicate.

Llene, por favor, el cuestionario con máquina de escribir o con letra de molde. La solicitud debe ser presentada por duplicado.

Vypíšte prosím strojepisem nebo hůlkovým písmem a odevzdejte ve dvojitým vyhotovení.

<input type="checkbox"/> Male/ Varón/ Muž	Academic year Año académico Akademický rok	2012 - 2013		Photo Fotografía Foto
<input type="checkbox"/> Female/ Mujer/ Žena				
Name (according the passport) Nombre y apellidos (pasaporte) Jméno (dle pasu)				
Date of birth Fecha de nacimiento Datum narození		Place of birth Lugar de nacimiento Místo narození		
Nationality Nacionalidad Státní příslušnost		Marital status Estado civil Rodinný stav		

Are you applying for study:

Está Ud. solicitando la beca para los estudios realizados:

Podáváte přihlášku ke studiu:

(Please indicate 1 option/ Por favor indique 1 opción/ Označte, prosím, jen 1 volbu)

in Czech language/ en checo / v českém jazyce	
bachelors study programme programa de Estudios de Diplomatura (Bacherol) bakalářský studijní program	magister study programme programa de Estudios de Licenciatura (Master) magisterský studijní program
<input type="checkbox"/>	<input type="checkbox"/>

or / o / nebo

in English language/ en inglés / v anglickém jazyce	
folow-up magisters study programme programa de Estudios de Licenciatura Continuados navazující magisterský studijní program	doctoral study programme programa de Estudios de Doctorado doktorský studijní program
<input type="checkbox"/>	<input type="checkbox"/>

Specify the field of study you wish to follow in the Czech Republic:

Especifique el curso que Usted desea seguir:

Upřesněte, o jaký obor studia máte zájem:

Current home address / Domicilio actual/ Bydliště

Street No./ Calle N°/ Ulice, č.p.:	City/ Ciudad/ Město:	Zip Code/ Código Postal/ PSČ:
Country/ País/ Stát:	E-mail/ Correo electrónico:	Tel.:
		Fax:

Passport/ Pasaporte/ Pas

No. : N° : Číslo:	Date of issue Fecha de expedición: Datum vydání:	Date of expiry: Válido hasta: Platnost do:
-------------------------	--------------------------------------------------------	--------------------------------------------------

Mailing address/ Dirección a la cual debería ser enviada la correspondencia/ Adresa pro poštovní styk

Street No./ Calle N°/ Ulice, č.p.:	City/ Ciudad/ Město:	Zip Code/ Código Postal/ PSČ:	Country/ País/ Stát:
------------------------------------	----------------------	-------------------------------	----------------------

Applicant's permanent address for at least two previous years

Dirección del domicilio durante los últimos dos años

Adresa trvalého bydliště minimálně 2 roky zpět

Street No./ Calle N°/ Ulice, č.p.:	City/ Ciudad/ Město:	Zip Code/ Código Postal/ PSČ:	Country/ País/ Stát:
------------------------------------	----------------------	-------------------------------	----------------------

Name and address of person to be notified in case of emergency

Nombre, apellido(s) y dirección de la persona con la que se puede poner en contacto en caso de urgencia

Jméno a adresa osoby, které má být v naléhavém případě podána zpráva

Name/ Nombre/Jméno:	Street No./ Calle N°/ Ulice, č.p.:	City/ Ciudad/ Město:	
Zip Code/ Código Postal/ PSČ:	Country/ País/ Stát:	E-mail/ Correo electrónico:	Tel.:
			Fax:

Present occupation/ Empleo actual/ Současné zaměstnání:

Name and address of educational institution attended or employer:

Nombre de la escuela superior/universidad o del empleador:

Název a adresa navštěvované vzdělávací instituce nebo zaměstnavatele:

EDUCATION / FORMACIÓN / VZDĚLÁNÍ

	School/University Escuela /Universidad Škola	from desde od	to hasta do	Field of study Carrera Obor studia	Degree/diploma/other certificate Título/diploma/otro(s) certificados(s) Titul/diplom/jiný certifikát
Secondary Education Secundaria Středoškolské vzdělání					
Higher education (undergraduate level) Enseñanza superior (estudios universitarios en curso) Vysokoškolské vzdělání (pregraduální)					
Higher education (postgraduate level) Enseñanza superior (nivel de graduado) Vysokoškolské vzdělání (postgraduální)					
Other Otro Jiné					

LANGUAGE PROFICIENCY / DOMINIO DE IDIOMAS/ JAZYKOVÉ ZNALOSTI			
Languages Idiomas Jazyky	Please indicate the appropriate level using a scale. Por favor, indique su nivel de dominio en una escala. Prosím označte příslušnou úroveň:		1 excellent/ muy bien/ výborně 2 good/ bien/ velmi dobře 3 fair/ básico/ dobře
	Reading/ Lectura/ Čtení	Speaking/ Expresión oral/ Ústní projev	Writing/ Escritura/ Psaní
Czech/ Checo/ Čeština			
English/ inglés/ Angličtina			
French/ Francés/ Francouzština			
German/ Alemán/ Němčina			
Spanish/ Español/ Španělština			

Previous study/research stays abroad. Please specify the year, place, field of study/research and length of stay (5 previous years)
 Estudio Ud. en otro país? En caso afirmativo, especifique el año, lugar, especialidad y la duración de la estancia (últimos 5 años)
 Studoval/a jste v zahraničí? Upřesněte prosím rok, místo, účel a délku pobytu (5 let zpět)

Notice/ Aviso/ Upozornění

Please attach the following documents - Enclosures required*) in two copies
 Por favor, adjunte los siguientes documentos - Los anexos exigidos*) en dos fotocopias
 Prosím přiložte ve dvojnásobném vyhotovení požadované přílohy*)

*)
 See INSTRUCTIONS REGARDING THE SCHOLARSHIP AWARD SCHEME OF THE GOVERNMENT OF THE CZECH REPUBLIC
 Véase DISPOSICIONES PARA LA CONCESIÓN DE BECAS DEL GOBIERNO DE LA REPÚBLICA CHECA
 Viz DISPOZICE K PŘÍZNÁNÍ STIPENDIÍ VLÁDY ČESKÉ REPUBLIKY

Incomplete scholarship application dossiers and/or inadequately completed scholarship application forms will not be processed.
 Documentos incompletos y/o un cuestionario de solicitud de beca incompleto no serán procesados.
 Neúplně složky žádosti o stipendium a/nebo nedostatečně vyplněné formuláře žádosti o stipendium se nebudou posuzovat.

I hereby certify that the information given in this application is true and complete to the best of my knowledge.
 I was informed about the terms and conditions for the scholarship.

Por la presente certifico que todas las afirmaciones en este cuestionario son verdaderas y completadas según lo mejor de mi conocimiento.
 He sido informado/a sobre las condiciones para obtener la beca.

Stvrzuji tímto, že informace uvedené v této žádosti jsou pravdivé a úplné podle mého nejlepšího vědomí a svědomí.
 Byl/a jsem informován/a o podmínkách stipendia.

I the undersigned hereby agree that my personal data provided in this application form and attachments hereto will be processed in order to attend to my application for the award of scholarship and stored by the Ministry of Education, Youth and Sport and the Ministry of Foreign Affairs of the Czech Republic (in compliance with the respective Act No. 101 /2000, on the Protection of Personal Data and on the Amendment to Some Acts, as last amended).

Yo el infrascrito, de acuerdo con la Ley No. 101/2000 BOE sobre la protección de información personal y sobre el cambio de algunas leyes, según las reglas posteriores, que la información personal que indico en el Cuestionario y sus adjuntos sea usada y guardada por tiempo indefinido para uso de los gestores del programa de becas y estudio, en el marco del cual solicito la beca en la República Checa.

Já, níže podepsaný/á, souhlasím s tím, aby mé osobní údaje uvedené v tomto formuláři žádosti a přílohách k němu byly zpracovány při vyřizování této mé žádosti o přiznání stipendia a uchovány pro potřeby Ministerstva školství, mládeže a tělovýchovy České republiky a Ministerstva zahraničních věcí České republiky v souladu s příslušnými ustanoveními zákona č. 101/2000 Sb., o ochraně osobních údajů a o změně některých zákonů, ve znění pozdějších předpisů.

Place /En / Místo

Date/ Fecha/ Datum

Signature/ Firma/ Podpis

Do Dotazníku s vlepenou fotografií, kompletně a čitelně vyplněného nejlépe v angličtině nebo češtině strojem nebo velkým tiskacím písmem, jehož součástí je adresa trvalého bydliště minimálně 2 roky zpět, nezapomeňte vložit fotokopii cestovního dokladu, pokud byl vydán. Na zvláštním papíru uveďte specifikaci studijního záměru a strukturovaný životopis, který bude obsahovat informace o každém započatém i ukončeném studiu včetně adres vzdělávacích institucí, údaje o zaměstnání (název firmy, adresa, pozice a popis pracovní náplně - týká se hlavně uchazečů o doktorský studijní program), výčet zahraničních pobytů a cest za uplynulých pět let.

The questionnaire, which must be filled in legibly and completely, preferably in English or Czech, either typed or using capital letters, and with a photograph attached, has to include applicant's permanent address for at least two previous years and a copy of applicant's passport if issued.

On an extra sheet please specify the purpose of your study and attach structured curriculum vitae containing information on each started and completed study, the addresses of education institutions, information on work experience (name of employer, address, position and job description - this requirement relates mainly to the applications for doctoral study programmes), list of stays and travels abroad in the previous five years.

Formulario de la solicitud (Cuestionario) con una foto pegada, preferentemente en idioma checo o inglés, escrito a máquina o en letra mayúscula, que incluye el domicilio en los 2 últimos años, una fotocopia del pasaporte, en una hoja aparte la especificación del propósito de estudio y el "curriculum vitae", el cual contendrá informaciones sobre cada estudio comenzado o terminado del solicitante, direcciones de instituciones educativas incluidas, la información sobre el empleador (el nombre de la compañía, la dirección, la función en la empresa – especialmente en el caso de los solicitantes interesados en el doctorado), y la información sobre estancias en el extranjero y viajes al exterior en los últimos 5 años.