

Regulations on the Awarding of Allowance to Doctoral Students at the Doctoral School of Natural and Agricultural Sciences

§ 1. General Provisions

1. These regulations set forth the rules for awarding an allowance (i.e., financial assistance) to doctoral students at the Doctoral School of Natural and Agricultural Sciences (hereinafter referred to as the Doctoral School).
2. Allowance is a one-time cash payment awarded to a doctoral student who is temporarily facing a difficult life situation.

§ 2. Eligibility criteria for allowance

1. Any person who holds the status of a doctoral student at the Doctoral School on the date of application may apply for the allowance.
2. Allowance may be granted, particularly in the following cases:
 - 1) a sudden and serious illness of the doctoral student,
 - 2) the need to care for a sick family member,
 - 3) an accident,
 - 4) the death of a close family member,
 - 5) theft,
 - 6) damage caused by fire, flood, or another natural disaster,
 - 7) other special circumstances causing a deterioration in financial circumstances.
3. The event justifying the granting of the allowance should be sudden and beyond the doctoral student's control.

§ 3. Allowance amount

1. The amount of the allowance is determined on a case-by-case basis, considering:

- 1) the doctoral student's personal circumstances,
 - 2) the severity of the unforeseen event,
 - 3) available financial resources.
2. The maximum amount of the allowance for a given calendar year is set by the Doctoral School Council.
3. The allowance may be awarded to a single doctoral student no more than once per calendar year, regardless of other benefits.
4. The allowance may be received only once for a given event.

§ 4. Procedure for applying for allowance

1. Application for the allowance, together with a justification, shall be submitted to the committee referred to in § 5 through the Head of the Doctoral School:
 - 1) in written or electronic form,
 - 2) on the form attached to these Regulations.
2. The application must be accompanied by documents confirming the occurrence of the event justifying the grant of allowance, in particular:
 - 1) a medical certificate,
 - 2) a death certificate,
 - 3) an incident report,
 - 4) a statement.
3. The application should be submitted immediately after the occurrence of the event justifying the grant of allowance, but no later than 3 months after the date of the event justifying the grant of the benefit.
4. During the period of suspension of education or leave, the doctoral student is entitled to receive the allowance.

§ 5. Rules for granting allowance

1. Allowance is granted by the Allowance Committee in the form of an administrative decision.
2. Allowance Committee is appointed by the Head of the Doctoral School.
3. The Committee consists of:
 - 1) one staff member designated by the director of each Managing Units,

- 2) a doctoral student designated by the Self-Government of Doctoral Students.
4. The composition of the Committee may be changed or supplemented at any time by the designation of a new member by the director of a Managing Unit or the Self-Government of Doctoral Students.
5. The Committee reviews submitted applications for allowance within 14 days.
6. The decision shall be delivered to the doctoral student in writing.
7. Within 14 days of receiving the Committee's decision, the doctoral student may submit a request for the Committee to reconsider the matter.

§ 6. Payment of Allowance

1. Allowance is paid by bank transfer to the doctoral student's bank account specified in the application.
2. The payment of the allowance is processed by the Head of the Doctoral School based on the decision granting the benefit.

§ 7. Sources of Funding for Allowance

1. Allowance is awarded by funds allocated for this purpose in the Doctoral School's budget plan, until the funds for the given year are exhausted.
2. The amount of funds allocated for the allowance in a given calendar year is determined by the Doctoral School Council.