

INSTRUCTION – SUBMISSION THE ONLINE APPLICATION FOR THE ACCOMMODATION SCHOLARSHIP

Dear student,

please find attached the instruction, which guide you step by step, how to apply for accommodation scholarship online in Studis system <http://stipendium.vutbr.cz>

Students entitled to receive the accommodation scholarship are students enrolled to bachelor, master and doctoral programme.

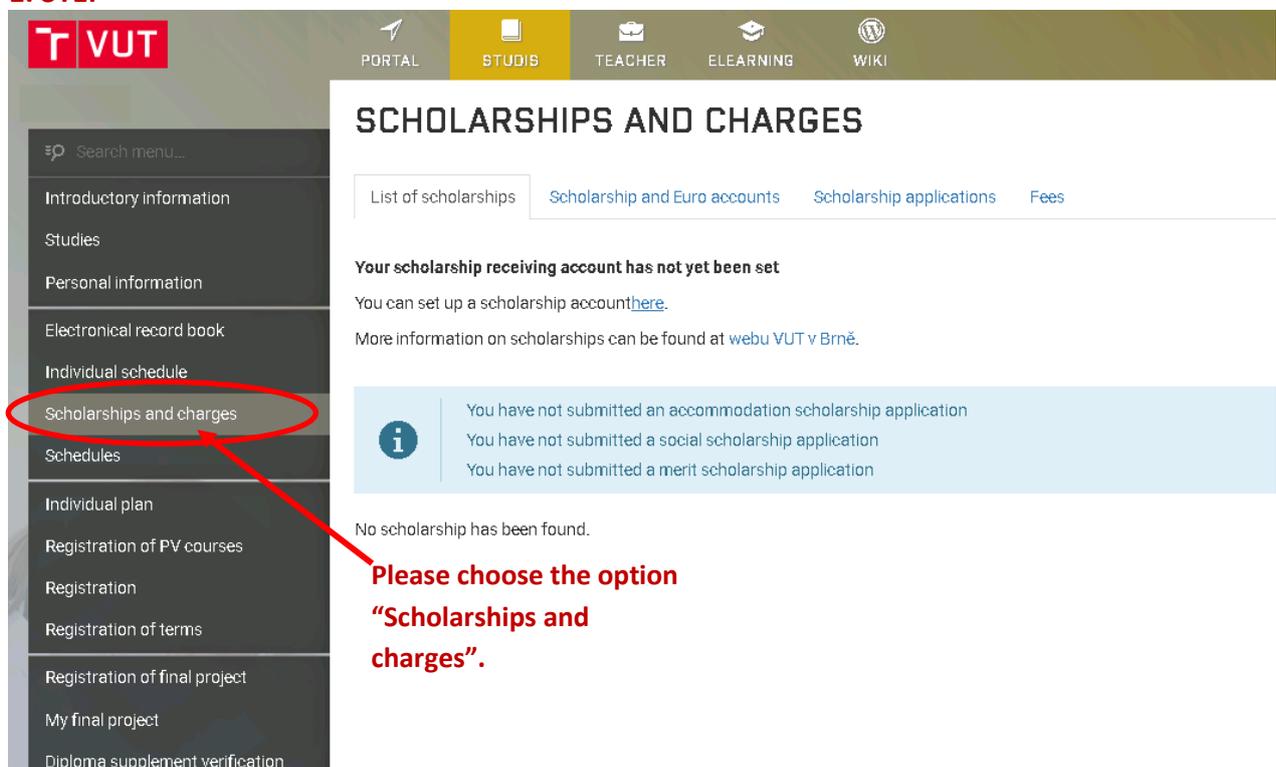
The accommodation scholarship is at the moment **650 CZK / a month (approximately 25 EUR)**. In case of a rate change, you will be informed.

WHEN TO SUBMIT THE APPLICATION FOR ACCOMMODATION SCHOLARSHIP

Please apply for accommodation scholarship in the period **13th February 2019 – 19th May 2019**. In case you apply earlier or later, it might happen, the application will be not accepted.

INSTRUCTIONS:

1. STEP



T VUT PORTAL STUDIS TEACHER ELEARNING WIKI

SCHOLARSHIPS AND CHARGES

List of scholarships Scholarship and Euro accounts Scholarship applications Fees

Your scholarship receiving account has not yet been set
You can set up a scholarship account [here](#).
More information on scholarships can be found at [webu VUT v Brně](#).

i You have not submitted an accommodation scholarship application
You have not submitted a social scholarship application
You have not submitted a merit scholarship application

No scholarship has been found.

Please choose the option "Scholarships and charges".

2.STEP

SCHOLARSHIPS AND CHARGES

List of scholarships | Scholarship and Euro accounts | **Scholarship applications** | Fees

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Requests submitted | Merit scholarship | Accommodation scholarship | Social scholarship | Extraordinary social scholarship

LIST OF SCHOLARSHIP APPLICATIONS SUBMITTED
 Currently, you have submitted no scholarship application.

3. STEP

SCHOLARSHIPS AND CHARGES

List of scholarships | Scholarship and Euro accounts | Scholarship applications | Fees

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Requests submitted | Merit scholarship | **Accommodation scholarship** | Social scholarship | Extraordinary social scholarship

ACCOMMODATION SCHOLARSHIP

ELECTRONIC SUBMISSION OF ACCOMMODATION SCHOLARSHIP APPLICATION

date from: (for exmpl. 1.1.2015)
 date to: (for exmpl. 31.3.2015)

[Submit an accommodation scholarship application](#)

Fill in the date of your real arrival and the date of your expected departure (according to the instructions mentioned below)

Please follow the instructions how to fill in the columns regarding the dates:

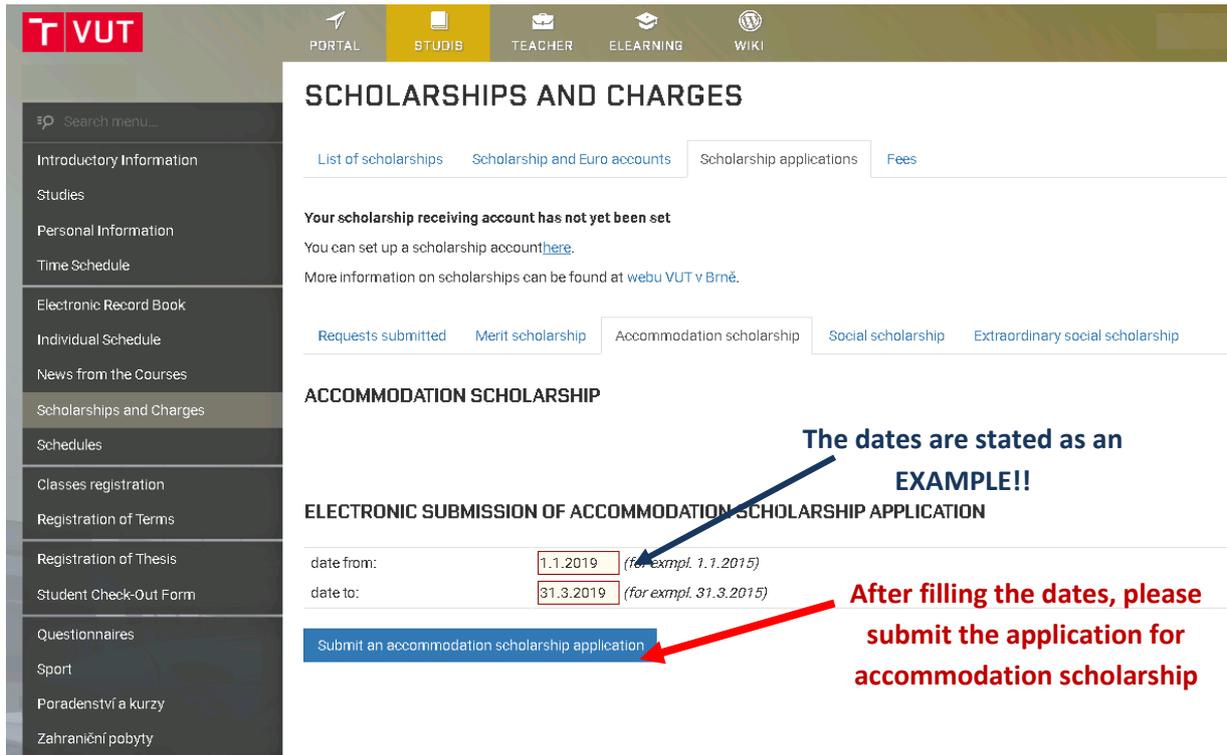
- The column **“date from”**
 - In case you did attend the **Admission Day of Welcome Week, please fill in the date 28th January 2019.**
 - In case you did not attend the Welcome Week, please fill in the date of your **REAL arrival, which can't be earlier then 28th January 2019** (start of the Welcome Week).

- The column **“date to”** – students enrolled **for summer semester 2018/2019**
 - Please fill in the **expected departure date.**
 - For the better orientation please find attached the table with the dates refers to the end of the summer semester 2018/2019 at each faculty.
 - **The departure date can't be later then the date of the end of summer semester 2018/2019 at a relevant faculty** (please check the table below).

Terms in summer semester 2018/2019

Faculty	Summer semester 2018/2019	
	Start date	End date
Faculty of Architecture	date of real arrival (not earlier then 28.1.2019)	7.6.2019
Faculty of Fine Arts	date of real arrival (not earlier then 28.1.2019)	28.6.2019
Faculty of Civil Engineering	date of real arrival (not earlier then 28.1.2019)	21.6.2019
Faculty of Mechanical Engineering	date of real arrival (not earlier then 28.1.2019)	31.5.2019
Faculty of Information Technology	date of real arrival (not earlier then 28.1.2019)	7.6.2019
Faculty of Business and Management	date of real arrival (not earlier then 28.1.2019)	23.6.2019
Faculty of Chemistry	date of real arrival (not earlier then 28.1.2019)	21.6.2019
Faculty of Electrical Engineering and Communication	date of real arrival (not earlier then 28.1.2019)	14.6.2019
Institute of Forensic Engineering	date of real arrival (not earlier then 28.1.2019)	21.6.2019

4.STEP



SCHOLARSHIPS AND CHARGES

List of scholarships | Scholarship and Euro accounts | Scholarship applications | Fees

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Requests submitted | Merit scholarship | Accommodation scholarship | Social scholarship | Extraordinary social scholarship

ACCOMMODATION SCHOLARSHIP

ELECTRONIC SUBMISSION OF ACCOMMODATION SCHOLARSHIP APPLICATION

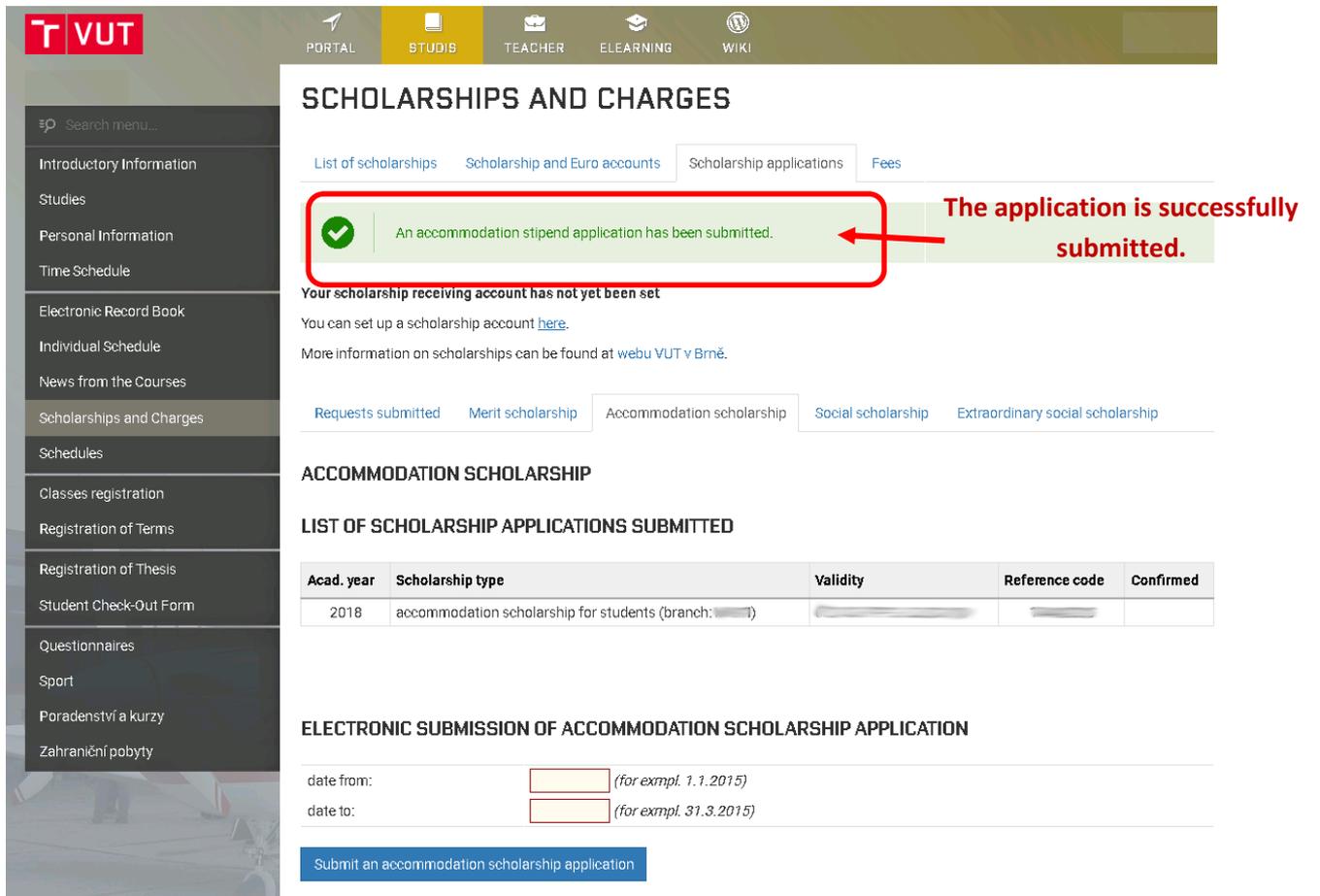
date from: (for exmpl. 1.1.2015)
date to: (for exmpl. 31.3.2015)

[Submit an accommodation scholarship application](#)

The dates are stated as an **EXAMPLE!!**

After filling the dates, please submit the application for accommodation scholarship

5.STEP



SCHOLARSHIPS AND CHARGES

List of scholarships | Scholarship and Euro accounts | Scholarship applications | Fees

An accommodation stipend application has been submitted.

The application is successfully submitted.

Your scholarship receiving account has not yet been set
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Requests submitted | Merit scholarship | Accommodation scholarship | Social scholarship | Extraordinary social scholarship

ACCOMMODATION SCHOLARSHIP

LIST OF SCHOLARSHIP APPLICATIONS SUBMITTED

Acad. year	Scholarship type	Validity	Reference code	Confirmed
2018	accommodation scholarship for students (branch: ...)			

ELECTRONIC SUBMISSION OF ACCOMMODATION SCHOLARSHIP APPLICATION

date from: (for exmpl. 1.1.2015)
date to: (for exmpl. 31.3.2015)

[Submit an accommodation scholarship application](#)

REIMBURSEMENT OF ACCOMMODATION SCHOLARSHIP

- The accommodation scholarship will be sent to a bank account **in CZK** which must be opened in the Czech Republic. You received all information by e-mail some time ago.
- **You have to provide your bank details in the application.**

6.STEP

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SCHOLARSHIPS AND CHARGES

List of scholarships | Scholarship and Euro accounts | Scholarship applications | Fees

Your scholarship receiving account has not yet been set

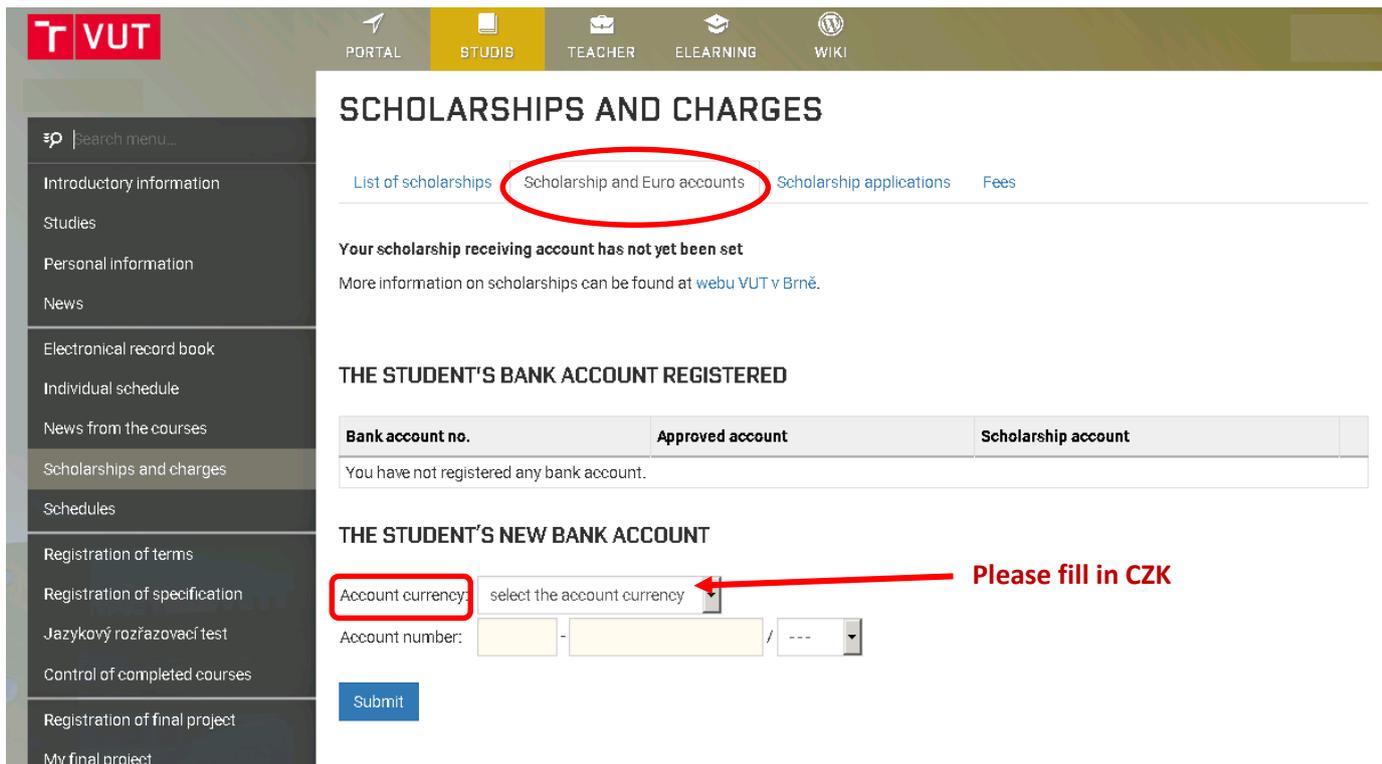
Set up your scholarship account [here](#). Please click on "here".

More information on scholarships can be found at [webu VUT v Brně](#).

i You have not submitted an accommodation scholarship application
You have not submitted a social scholarship application
You have not submitted a merit scholarship application

No scholarship has been found.

7.STEP



SCHOLARSHIPS AND CHARGES

[List of scholarships](#)
[Scholarship and Euro accounts](#)
[Scholarship applications](#)
[Fees](#)

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THE STUDENT'S BANK ACCOUNT REGISTERED

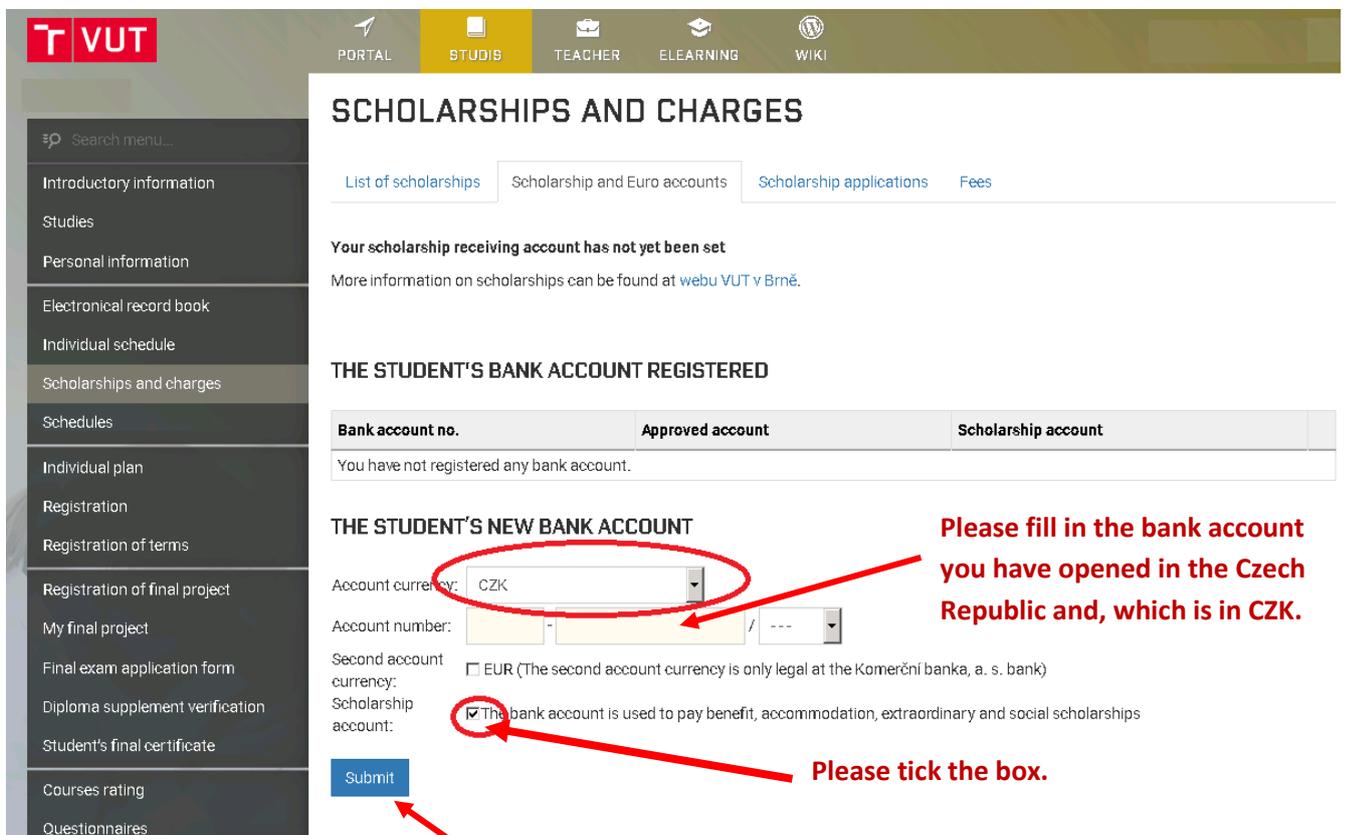
Bank account no.	Approved account	Scholarship account
You have not registered any bank account.		

THE STUDENT'S NEW BANK ACCOUNT

Account currency: **Please fill in CZK**

Account number: - / ---

8.STEP



SCHOLARSHIPS AND CHARGES

[List of scholarships](#)
[Scholarship and Euro accounts](#)
[Scholarship applications](#)
[Fees](#)

Your scholarship receiving account has not yet been set
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THE STUDENT'S BANK ACCOUNT REGISTERED

Bank account no.	Approved account	Scholarship account
You have not registered any bank account.		

THE STUDENT'S NEW BANK ACCOUNT

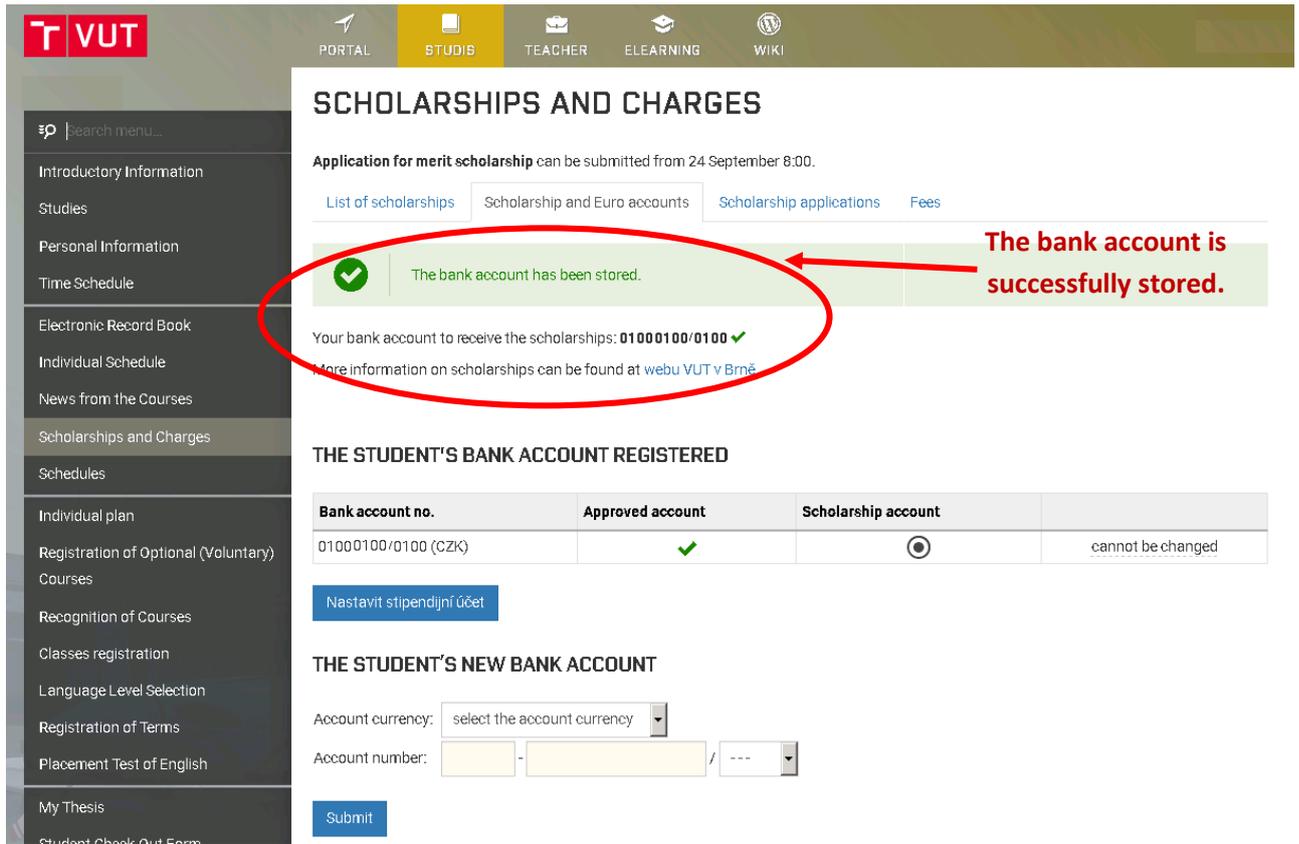
Account currency: **Please fill in the bank account you have opened in the Czech Republic and, which is in CZK.**

Account number: - / ---

Second account currency: EUR (The second account currency is only legal at the Komerční banka, a. s. bank)

Scholarship account: **Please tick the box.**

After filling the account and ticking the box – please submit your bank account



SCHOLARSHIPS AND CHARGES

Application for merit scholarship can be submitted from 24 September 8:00.

[List of scholarships](#) | [Scholarship and Euro accounts](#) | [Scholarship applications](#) | [Fees](#)

The bank account has been stored.

Your bank account to receive the scholarships: 01000100/0100 ✓
 More information on scholarships can be found at [webu VUT v Brně](#).

THE STUDENT'S BANK ACCOUNT REGISTERED

Bank account no.	Approved account	Scholarship account	
01000100/0100 (CZK)	✓	<input checked="" type="radio"/>	cannot be changed

[Nastavit stipendijní účet](#)

THE STUDENT'S NEW BANK ACCOUNT

Account currency:

Account number: - /

[Submit](#)

REFUND OF THE ACCOMMODATION SCHOLARSHIP

In case your departure date is earlier then the date you stated in your accommodation application, **you have to return a part of your accommodation scholarship**. In this case please contact Mrs. Jitka Rašková (raskova.j@ro.vutbr.cz). She will arrange for you the refund application and provide you instruction how to proceed.

For further questions please contact directly Mrs. Jitka Rašková (raskova.j@ro.vutbr.cz), NOT the faculty coordinator, who is not involved in accommodation scholarship administration. Thank you.



ATTENTION!!!

Please be aware that you have to apply for accommodation scholarship in time, since the procedure to prepare your accommodation scholarship for reimbursement takes some time. We recommend submit the application at least 15 days before your departure.