

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.

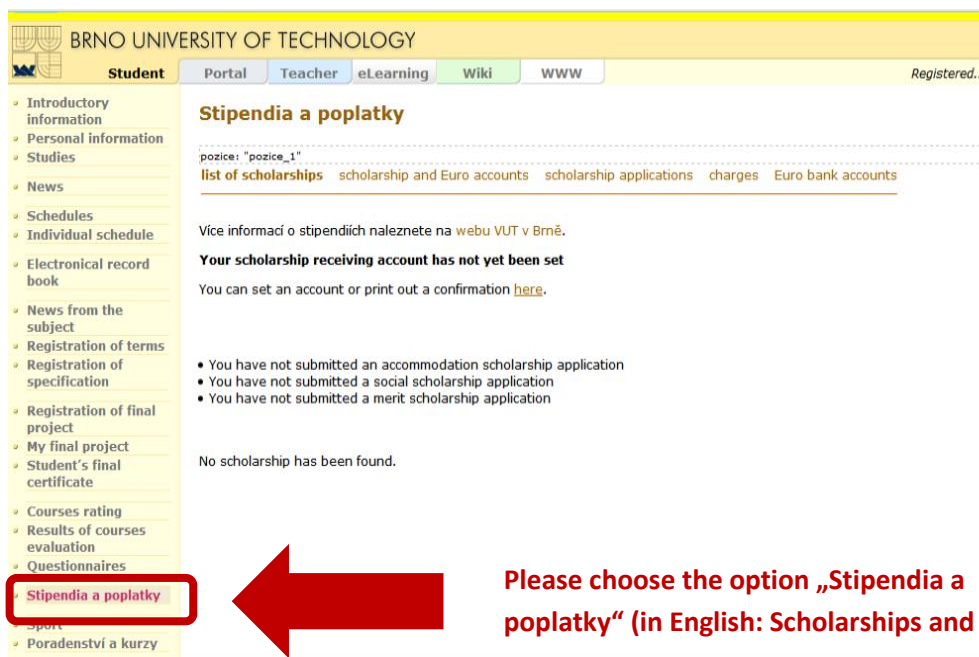
The accommodation scholarship is at the moment 600 CZK / a month (approximately 23 EUR). In case of a rate change, you will be informed.

WHEN TO SUBMIT THE APPLICATION FOR ACCOMMODATION SCHOLARSHIP

Please apply for accommodation scholarship in the period **16th April 2018 – 31st May 2018**. In case you apply earlier or later, it might happen, the application will be not accepted.

INSTRUCTIONS:

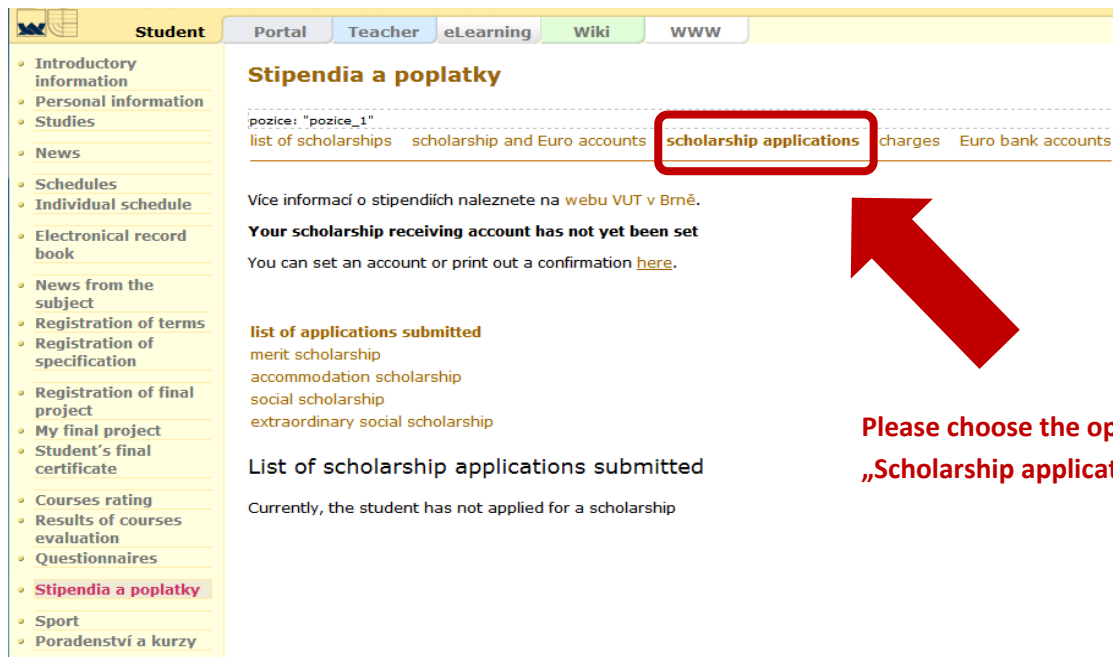
1. STEP



The screenshot shows the student portal interface for BRNO University of Technology. The main navigation bar includes 'Student', 'Portal', 'Teacher', 'eLearning', 'Wiki', and 'WWW'. The 'Student' menu is expanded, listing various options. The option 'Stipendia a poplatky' is highlighted with a red box. A large red arrow points from this box to the right, where a text instruction is provided. The main content area displays the title 'Stipendia a poplatky' and a list of links: 'list of scholarships', 'scholarship and Euro accounts', 'scholarship applications', 'charges', and 'Euro bank accounts'. Below this, there is a message: 'Více informací o stipendiích naleznete na webu VUT v Brně.' followed by a bold warning: 'Your scholarship receiving account has not yet been set'. A link 'here' is provided for setting the account. A list of bullet points indicates missing applications: 'You have not submitted an accommodation scholarship application', 'You have not submitted a social scholarship application', and 'You have not submitted a merit scholarship application'. At the bottom, it states 'No scholarship has been found.'

Please choose the option „Stipendia a poplatky“ (in English: Scholarships and charges)

2. STEP



Student Portal Teacher eLearning Wiki WWW

Introductory information
Personal information
Studies
News
Schedules
Individual schedule
Electronical record book
News from the subject
Registration of terms
Registration of specification
Registration of final project
My final project
Student's final certificate
Courses rating
Results of courses evaluation
Questionnaires
Stipendia a poplatky
Sport
Poradenství a kurzy

Stipendia a poplatky

pozice: "pozice_1"
list of scholarships scholarship and Euro accounts **scholarship applications** charges Euro bank accounts

Více informací o stipendiích naleznete na webu VUT v Brně.

Your scholarship receiving account has not yet been set
You can set an account or print out a confirmation [here](#).

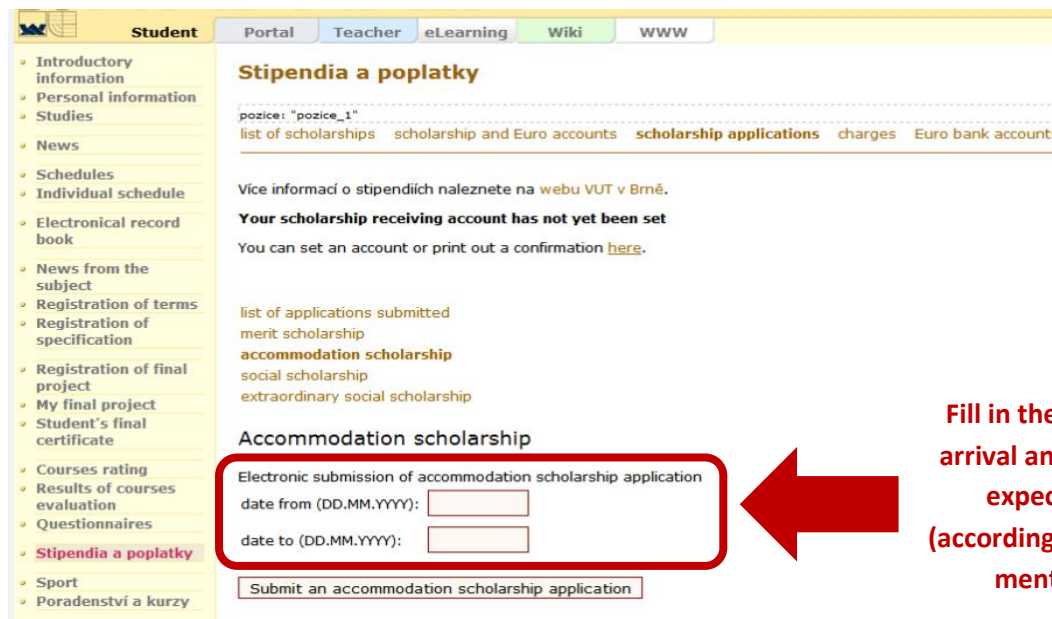
list of applications submitted
merit scholarship
accommodation scholarship
social scholarship
extraordinary social scholarship

List of scholarship applications submitted

Currently, the student has not applied for a scholarship

Please choose the option „Scholarship applications“

3. STEP



Student Portal Teacher eLearning Wiki WWW

Stipendia a poplatky

pozice: "pozice_1"
list of scholarships scholarship and Euro accounts scholarship applications charges Euro bank accounts

Více informací o stipendiích naleznete na webu VUT v Brně.

Your scholarship receiving account has not yet been set
You can set an account or print out a confirmation [here](#).

list of applications submitted
merit scholarship
accommodation scholarship
social scholarship
extraordinary social scholarship

Accommodation scholarship

Electronic submission of accommodation scholarship application
date from (DD.MM.YYYY):
date to (DD.MM.YYYY):

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 **29th January 2018**.
 - In case you did not attend the Welcome Week, please fill in the date of your **REAL arrival**, which can't be earlier then **29th January 2018** (start of the Welcome Week).

- The column **“date to”**
 - 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 2017/2018 at each faculty.
 - **The departure date can't be later then the date of the end of summer semester 2017/2018 at a relevant faculty** (please check the table below).

Terms in summer semester 2017/2018

Faculty	Winter semester 2017/2018	
	Start date	End date
Faculty of Architecture	date of real arrival (not earlier then 29.1.2018)	8.6.2018
Faculty of Fine Arts	date of real arrival (not earlier then 29.1.2018)	6.6.2018
Faculty of Civil Engineering	date of real arrival (not earlier then 29.1.2018)	8.6.2018
Faculty of Mechanical Engineering	date of real arrival (not earlier then 29.1.2018)	15.6.2018
Faculty of Information Technology	date of real arrival (not earlier then 29.1.2018)	8.6.2018
Faculty of Business and Management	date of real arrival (not earlier then 29.1.2018)	10.6.2018
Faculty of Chemistry	date of real arrival (not earlier then 29.1.2018)	22.6.2018
Faculty of Electrical Engineering and Communication	date of real arrival (not earlier then 29.1.2018)	15.6.2018
Institute of Forensic Engineering	date of real arrival (not earlier then 29.1.2018)	22.6.2018

4. STEP



Stipendia a poplatky

poziice: "pozice_1"

list of scholarships scholarship and Euro accounts **scholarship applications** charges Euro bank accounts

Více informací o stipendiích naleznete na webu VUT v Brně.

Your scholarship receiving account has not yet been set

You can set an account or print out a confirmation [here](#).

list of applications submitted
merit scholarship
accommodation scholarship
social scholarship
extraordinary social scholarship

Accommodation scholarship

Electronic submission of accommodation scholarship application

date from (DD.MM.YYYY): 15.09.2014

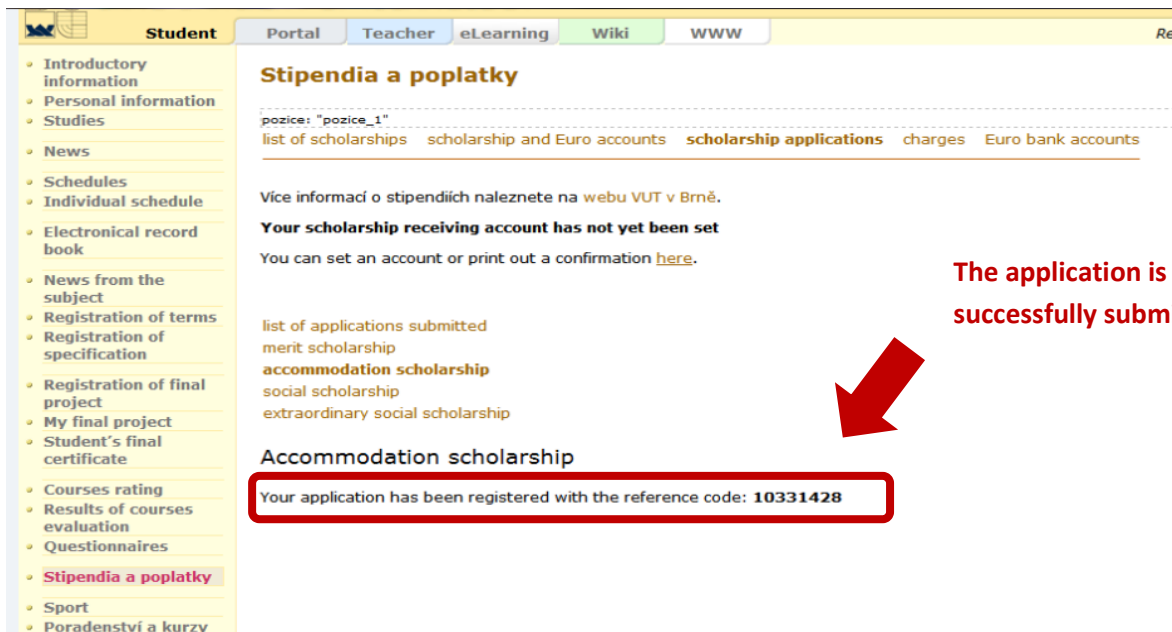
date to (DD.MM.YYYY): 31.12.2014

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



Stipendia a poplatky

poziice: "pozice_1"

list of scholarships scholarship and Euro accounts **scholarship applications** charges Euro bank accounts

Více informací o stipendiích naleznete na webu VUT v Brně.

Your scholarship receiving account has not yet been set

You can set an account or print out a confirmation [here](#).

list of applications submitted
merit scholarship
accommodation scholarship
social scholarship
extraordinary social scholarship

Accommodation scholarship

Your application has been registered with the reference code: **10331428**

The application is successfully submitted.

REIMBURSEMENT OF ACCOMMODATION SCHOLARSHIP

- After approval of your accommodation application submission you will receive email with instruction **when** and **where** to collect your scholarship.
- The accommodation scholarship is reimbursed in **CASH**. **Thus you do not need to provide your bank details in the application.**
- You can withdraw your accommodation scholarship at cash office in rectorate. Please take with you your passport.

The rectorate is located in Brno center at street "Antoninska 548/1":

<http://www.mapy.cz/zakladni?x=16.6036198&y=49.2018000&z=16&q=anton%C3%ADnsk%C3%A1%20548%2F1%2C%20Brno>

The cash office is located in the third floor, door nr. 308 and is opened:

Mon, Tue, Thurs: 9:00 - 13:00

Wed: 9:00 - 12:00, 13:00 - 14:30

Fri: closed

Please be aware the fact, that **on 14th May 2018, the cash desk is closed.**

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. Hana Philippi (philippi@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. Hana Philippi (philippi@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.