**Information for Faculty of Arts, Charles University students in difficult social situations related to COVID-19**

**1.** **Where can I solve my situation?**

**Consultation Centre Hybernská**

If you are in a difficult situation – personally, financially or study-wise – do not hesitate to contact [**Consultation Centre Hybernská**](https://poradenskecentrum.ff.cuni.cz/). It provides Faculty of Arts students with **legal, study counselling or psychological support,** all free of charge. Find contact details [**HERE**](https://poradenskecentrum.ff.cuni.cz/2020/03/24/online-konzultace-v-dobe-mimoradnych-opatreni/).

As of late March 2020, in relation to the COVID-19 epidemic the Consultation Centre provides its services online through email or Skype, in Czech or English – read details [**HERE**](https://poradenskecentrum.ff.cuni.cz/2020/03/24/online-konzultace-v-dobe-mimoradnych-opatreni/)**.**

**Social counselling**

Beside the services offered by the Faculty of Arts, you can also turn to **free social counselling providers** in your place of residence. However, to be eligible, you need to be a permanent/long-term resident in the Czech Republic. Find out more [**HERE**](https://www.mpsv.cz/web/en/social-services#sspaa).

**Services aimed at foreign students**

If you are a foreign student, you struggle to communicate in Czech, or are facing any problems related to your residence in the Czech Republic, feel free to contact specialised organizations, such as: [**Organization for Aid to Refugees**](https://www.opu.cz/en/kontakty/), [**Association for Integration and Migration**](https://www.migrace.com/en/support/contacts), [**InBáze, z. s.**](http://inbaze.cz/kontakty/)**,** [**Counselling Centre for Integration**](http://p-p-i.cz/?lang=en)**,** or [**Integration Centre Prague**](https://icpraha.com/en/).

If you are staying outside Prague, you can contact your regional [**Centers for Support of Integration of Foreigners**](http://www.integracnicentra.cz/?lang=en).

All the above organisations provide services **free of charge**.

If you need an interpreter from or into Czech, in Prague you can contact [**Intercultural Workers**](http://metropolevsech.eu/en/seznam-interkulturnich-pracovniku/).

**2.** **Am I eligible for any support as a Faculty of Arts student?**

**Exceptional student scholarships**

Scholarships are awarded to Charles University students according to the [**Scholarship and Bursary Rules of Charles University**](https://cuni.cz/UKEN-727.html). If you are in a difficult situation and meet the conditions defined by these rules, you can apply for a social scholarship and/or accommodation bursary.

**IMPORTANT!** The applications for social scholarships an accommodation bursary for the academic year 2019/2020 have been closed. The following information is therefore only for your reference.

**Accommodation bursary**

You are eligible for accommodation bursary if you:

\* are studying in person (i.e. not in a distance study programme)

\* have not interrupted your studies

\* are not studying in a foreign language (i.e. paid study programmes)

\* have not had a history of more than 2 unsuccessfully terminated study programmes

\* have not exceeded the standard length of study

\* are not studying in the same region where you are a permanent resident.

The full accommodation bursary eligibility conditions for the academic year 2019/2020 are listed in [**Rector´s Directive 21/2019**](https://cuni.cz/UK-9847.html)(in Czech only).

Detailed information on accommodation bursaries for the academic year 2019/2020 is available [**HERE**](https://cuni.cz/UK-4315.html)(in Czech only).

**Social scholarship**

You can apply for social scholarship if you:

\* have not interrupted your studies

\* are not studying in a foreign language (i.e. paid study programmes)

\* have not exceeded the standard length of study.

The social scholarship corresponds to ¼ of the basic rate of minimum monthly wage, rounded up by tens. Currently this amounts to **CZK 3,340**.

The social scholarship eligibility conditions for the academic year 2019/2020 are listed in [**Rector´s Directive 22/2019**](https://cuni.cz/UK-9848.html#2) (only available in Czech).

Detailed information on social scholarships for the academic year 2019/2020 [**HERE**](https://cuni.cz/UK-4316.html)(Czech only).

**Individual study plan**

If you find yourself in a difficult situation due to health or social issues or for other reasons worthy of special consideration, you can apply for an individual study plan through the department/institute where you are enrolled as a student.

If your individual study plan is authorised, its objectives may include: modifications of attestations/attendance requirements/study plan; lower number of credits required to proceed to your next study year; modification of subjects which you are required to accomplish before taking a progress exam.

Details on individual study plans can be found in [**Dean´s Directive 3/2012**](https://www.ff.cuni.cz/wp-content/uploads/sharepoint/2012-03-principy-priznavani-individualnich-studijnich-planu-na-filozoficke-fakulte-uk.pdf) (in Czech only).

**IMPORTANT!** For your individual study plan to be authorised, your application needs to be substantiated with sufficient evidence. It is highly recommended to consult the application beforehand with the head of your department/institute.

**3. What kind of support can I receive from the state?**

**Labour Office register**

The Labour Office register serves as a support for people who lost their job or employment activity. Further information about the rights and obligations of job applicants is available on the site of the Labour Office [**HERE**](https://www.uradprace.cz/web/en/rights-and-obligations-of-a-job-seeker). It is necessary to apply for registration in the Labour Office register in person at the corresponding [**regional branch**](https://www.uradprace.cz/web/en/contact) according to the applicant’s place of residence.

Q & A – what (not) to do in case of losing job or employment activity – can be found [**HERE**](https://www.uradprace.cz/web/cz/co-delat-pri-ztrate-zamestnani).

**IMPORTANT!** A person who is continuously preparing for their future occupation, i.e. including university students up to 26 y.o. (28 y.o. for PhD. students), may apply for registration in the register only if they were included in the pension insurance (i.e. they had an employment contract, an agreement on performing work or they were a self-employed person) for at least 12 months during the 2 years preceding the application.

**IMPORTANT!** Being included in the register involves certain obligations, e.g. regular attendance at meetings with employment agents. It is therefore necessary to remember that full-time study obligations (attendance) are not accepted as a justification for not attending the meetings or not accepting a job offer. If the obligations required by the Labour Office are not met, it can lead to exclusion from the register.

**IMPORTANT!** If you are an international student from non-EU country and you do not have the permanent residence card in the Czech Republic, **you cannot** apply for registration in the Labour Office register.

[**Online Labour Office register application form**](https://www.mpsv.cz/web/cz/-/zadost-o-zprostredkovani-zamestnani)

**Unemployment benefit**

The application for the unemployment benefit is included in the application for registration to Labour Office register (it is not possible to apply for the unemployment benefit separately).

**Eligibility for unemployment benefit**

Students, who are included in the Labour Office register or are applying for registration (and meet the above-mentioned conditions), may also apply for the unemployment benefit.

**Amount and period**

The benefit amount is based upon percentual rate of average net wage (if the person is an employee) or percentual rate of assessment base for the relevant period (if the person is self-employed).

The benefit period is **5 months** for persons below the age of 50. The benefit amount is indicated in the following table:

|  |  |  |
| --- | --- | --- |
| **Benefit period** | **Benefit amount – employee** | **Benefit amount – self-employed** |
| 1st –2nd month | 65 % of average net wage | 65 % of assessment base |
| 2nd – 4th month | 50 % of average net wage | 50 % of assessment base |
| 5th month | 54 % of average net wage | 45 % of assessment base |

The average net wage is calculated on the basis of the last employment before submitting the application for the unemployment benefit. If you are a self-employed person, you calculate your assessment base on your own. The lowest assessment base for 2019 is 50 % of the tax base (i.e. the amount you get after subtracting your expenses from your income).

**Further information:**

Q & A – what (not) to do in case of losing job or employment activity – can be found [**HERE**](https://www.uradprace.cz/web/cz/co-delat-pri-ztrate-zamestnani). Information on the unemployment benefit is available [**HERE**](https://www.uradprace.cz/casto-kladene-otazky-2).

Online calculator of the unemployment benefit is available at *peníze.cz*[**HERE**](https://www.penize.cz/kalkulacky/podpora-v-nezamestnanosti)**.**

[**Online unemployment benefit application form**](https://www.mpsv.cz/web/cz/-/zadost-o-podporu-v-nezamestnanosti)

**State social support**

**Child benefit**

**Eligibility for child benefit**

If you are a parent of one or more child(ren) under the age of 18 or you are a full-time student under the age of 26 and your monthly income is **below** **2.7x** [**basic subsistence level**](https://www.mpsv.cz/web/en/living-and-subsistence-minimum-in-force-from-1-april-2020)(CZK 3,860), you may apply for a child benefit at the [**regional branch**](https://www.uradprace.cz/web/en/contact) of the Labour Office according to your place of residence.

The child benefit amount is granted either at the basic rate or the increased rate in case you prove that your income is at least equal to the basic subsistence (CZK 3,860). The income includes the [**parental benefit**](https://www.mpsv.cz/web/en/state-social-support)as well. The total child benefit amount depends on the child’s age, see the table below:

|  |  |  |
| --- | --- | --- |
| **Child’s age** | **Basic rate in CZK** | **Increased rate in CZK** |
| up to 6 y.o. | 500 | 800 |
| 6–15 y.o. | 610 | 910 |
| 15–26 y.o. | 700 | 1 000 |

**Conditions of eligibility**

It is either a parent (or a legal guardian) of a child under the age of 18 or a dependent major **under the age of 26** who may apply for the benefit. It is necessary to present a proof of income of the last 3 months (the so-called relevant period) of all the persons living in the household.

**IMPORTANT!** In the context of COVID-19, presenting proofs of income is temporarily not required when applying for the child benefit. Further information can be found [**HERE**](https://www.uradprace.cz/web/cz/-/dokladani-prijmu-k-naroku-na-nektere-davky-docasne-neni-treba).

**Further information:**

Detailed information on the child benefit is available on the website of the Labour Office [**HERE**](https://www.mpsv.cz/web/en/state-social-support) and in the act no. [**117/1995 Coll.**](https://www.zakonyprolidi.cz/cs/1995-117) *of the state social support* (§17-19).

Online calculator of the child benefit is available at *peníze.cz* [**HERE**](https://www.penize.cz/kalkulacky/pridavky-na-dite).

[**Online application form**](https://www.mpsv.cz/web/cz/-/zadost-o-pridavek-na-dite)

[**Model application for the child benefit**](https://www.uradprace.cz/documents/37855/318434/vzor-pridavek-na-dite.pdf/5cf34220-99ac-01c3-51e7-7d814e41b71c)

**Housing Benefit**

**Eligibility for benefit:**

If your monthly housing expenses (i.e. rent and service fees, or repairs fund and service fees) exceed 35% (30% outside the Prague area) of your total income, you may apply for the housing supplement benefit at the [**regional branch of the Labour Office**](https://www.uradprace.cz/web/cz/krajske-pobocky)according to your place of residence.

**IMPORTANT!** The total income does include not only your income, but also the income of any other people with whom you share a household.

The maximum amount of housing expenses that the Labour Office recognizes for the purposes of the Housing Benefit depends on the so-called **normative housing expenses**.This means that if the actual monthly housing expenses are higher than the amounts shown in the tables below, they will be reduced to the level of the normative expenses in the benefit granting procedure.

1. Normative expenses in rented flats / houses

|  |  |
| --- | --- |
| **Number of persons** | **Monthly housing expenses by number of inhabitants of the given municipality in CZK** |
| **Prague** | **more than 100000** | **50000–99999** | **10000–49999** | **up to 9999** |
| 1 | 8 577,- | 6 821,- | 6 502,- | 5 548,- | 5 374,- |
| 2 | 11 929,- | 9 525,- | 9 089,- | 7 783,- | 7 545,- |
| 3 | 15 953,- | 12 810,- | 12 239,- | 10 531,- | 10 220,- |
| 4 and more | 19 617,- | 15 827,- | 15 138,- | 13 079,- | 12 703,- |

1. Normative expenses in owner-occupied or co-operative flats / houses

|  |  |
| --- | --- |
| **Number of persons** | **Monthly housing expenses by number of inhabitants of the given municipality in CZK** |
| **Prague** | **more than 100000** | **50000–99999** | **10000–49999** | **up to 9999** |
| 1 | 4 872,- | 4 872,- | 4 872,- | 4 872,- | 4 872,- |
| 2 | 6 953,- | 6 953,- | 6 953,- | 6 953,- | 6 953,- |
| 3 | 9 461,- | 9 461,- | 9 461,- | 9 461,- | 9 461,- |
| 4 and more | 11 769,- | 11 769,- | 11 769,- | 11 769,- | 11 769,- |

**Conditions of eligibility:**

It is possible to apply for the Housing Benefit only in cases of renting or owner-occupied housing, not in the cases of subleasing or, for example, dorm accommodation, etc.

When applying for the Housing Benefit, you must also prove to the Labour Office that you have a registered permanent residence in the flat / house that you live in. If you are sharing the given flat / house with other people, all of the persons with permanent residence there are assessed together for the purposes of determining the eligibility for the benefit (even if they are just roommates and not family members or partners).

**IMPORTANT!** It is possible to apply for the Housing Benefit 3 months in retrospect.

**IMPORTANT!** In connection to the COVID-19 epidemic, it is temporarily not required to prove the total income when applying for the Housing Supplement benefit. You can find detailed information [**HERE**](https://www.uradprace.cz/web/cz/-/dokladani-prijmu-k-naroku-na-nektere-davky-docasne-neni-treba) (in Czech only).

**More information:**

Detailed information on the Supplement for Housing is available at the Labour Office website [**HERE**](https://www.uradprace.cz/web/cz/prispevek-na-bydleni), as well as in the act no. [**117/1995 Coll.**](https://www.zakonyprolidi.cz/cs/1995-117) *on state social support* (§24-28) (both in Czech only).

A referential online tool for calculating the Housing Supplement benefit amounts is available on the website “*peníze.cz”* [**HERE**](https://www.penize.cz/kalkulacky/prispevek-na-bydleni)(Czech only).

[**Online application form for Housing Benefit**](https://www.mpsv.cz/web/cz/-/zadost-o-prispevek-na-bydleni)

[**Sample application form for Housing Benefit**](https://www.uradprace.cz/documents/37855/318434/vzor-prispevek-na-bydleni.pdf/7546328d-4578-a28e-9d57-6da6e3e4af5f)

**Material need**

Material need assistance is intended for people who have found themselves without income, or their income does not reach the basic [**subsistence level**](https://www.mpsv.cz/web/en/living-and-subsistence-minimum-in-force-from-1-april-2020). Material need assistance is disbursed by the Labour Office through the repeatedly paid [**Allowance for living**](https://www.mpsv.cz/-/prispevek-na-zivobyti)(in Czech only) and [**Supplement for housing**](https://www.mpsv.cz/-/doplatek-na-bydleni)(in Czech only) benefits. These benefits are paid under the condition of registration at the Labour Office. In exceptional cases, it is possible to apply for a one-time benefit called Extraordinary Immediate Assistance.

Detailed information on the system of assistance in material need can be found [**HERE**](https://www.mpsv.cz/web/en/assistance-in-material-need).

**Extraordinary Immediate Assistance**

**Eligibility for benefit:**

If you have found yourself without income or your income is lower than the amount of the subsistence minimum (CZK 2,490), you can apply for a one-time benefit of Extraordinary Immediate Assistance at the [**regional branch of the Labour Office**](https://www.uradprace.cz/web/cz/krajske-pobocky) according to your place of residence. The general precondition for granting Extraordinary Immediate Assistance is proving that you are not able to resolve your situation in any other way (e.g. by applying for the [**State social support benefits**](https://www.mpsv.cz/web/en/state-social-support), [**Sickness insurance**](https://www.mpsv.cz/web/en/sickness-insurance), or by material support from family members, etc.).

**Conditions of eligibility:**

You can apply for Extraordinary Immediate Assistance even when you are not registered at the Labour Office. However, for the purposes of the assessment of eligibility, it is necessary to provide records of your income and your [**overall financial and material situation**](https://www.mpsv.cz/-/prohlaseni-o-celkovych-socialnich-a-majetkovych-pomerech)(in Czech only).

**More information:**

Detailed information on the Extraordinary Immediate Assistance can be found [**HERE**](https://www.mpsv.cz/-/mimoradna-okamzita-pomoc) and [**HERE**](https://www.uradprace.cz/web/cz/mimoradna-okamzita-pomoc-jak-o-ni-zadat), as well as in the act no. [**111/2006 Coll.**](https://www.zakonyprolidi.cz/cs/2006-111) *on Assistance in Material Need* (all in Czech only).

**IMPORTANT!** Information on the temporary adjustment of the conditions for Extraordinary Immediate Assistance in connection to the COVID-19 epidemic from 6 April 2020 is available [**HERE**](https://www.mpsv.cz/documents/20142/1248138/06_04_2020_TZ_MOP_fin.pdf/bcad4d54-7e3b-5b53-4d95-f59810dcc118)(in Czech only).

[**Online application form for Extraordinary Immediate Assistance**](https://www.mpsv.cz/web/cz/-/zadost-o-mimoradnou-okamzitou-pomoc)

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*Jan Matěj Bejček*

English translation:

*Kryštof Buchal, Tereza Pazderová and Denisa Šebestová*