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Article 1
Fundamental provisions

This Directive regulates the amount of the fees for administrative actions connected with the issuance of documents and other documents not specified in the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as "the Act"), non-specific documents and substitute documents on study in compliance with § 57 Paragraph 1 Letter a) to c) and f) of the Act.

Article 2
Issuance of substitute documents on study whose original copy shall be issued to the student or graduate free of charge

(1) Student ID card: CZK 1,000 at a maximum. After submitting a damaged ID card or after presenting a document issued by the Police of the CR (or other) and evidencing the reported loss or theft, the fee shall be reduced to CZK 200 at a maximum.

(2) Student Record Book: CZK 50 at a maximum per each page, even if incomplete. In the event that the student prints out the Student Record Book by him/herself, the certificate shall be issued by the Student Affairs Office free of charge.

(3) Higher education degree certificate and school report: CZK 500 at a maximum (they are issued together – in case of original copies issued before 2005 inclusive). After submitting the damaged degree certificate or school report or after presenting a document issued by the Police of the CR (or other) and evidencing the reported loss or theft, the fee shall be reduced to CZK 250 at a maximum.

(4) Higher education degree certificate with a Diploma Supplement: CZK 1,000 at a maximum (they are issued together – in case of original copies issued since 2006). After submitting the damaged degree certificate or Diploma Supplement or presenting a

document issued by the Police of the CR (or other) and evidencing the reported loss or theft, the fee shall be reduced to CZK 500 at a maximum.

(5) Certificate issued within a lifelong learning programme: CZK 300 at a maximum. After submitting the damaged certificate or after presenting a document issued by the Police of the CR (or other) and evidencing the reported loss or theft, the fee shall be reduced to CZK 150 at a maximum.

Article 3
Issuance of documents not specified in the Act and other actions related to study

(1) Non-standard enrolment or pre-enrolment on the year of study, i.e. extraordinary enrolment or pre-enrolment on a different date than specified by the Faculty:
  a) A full semester – CZK 500 at a maximum,
  b) Particular course units – CZK 100 at a maximum for each course unit.
(2) Official cancellation of each course unit enrolled on: CZK 100 at a maximum.
(3) Non-standard recognition of a course unit completed within the previous studies, i.e. recognition of a course unit on a different date than specified by the Faculty – CZK 100 at a maximum for each course unit.

Article 4
Fees for actions related to the proceedings on request for the recognition of higher education and qualifications acquired abroad in compliance with § 89 of the Act

(1) Fee for actions related to the proceedings on request for the recognition of education and qualifications acquired abroad: CZK 3,000/EUR 115.

Article 5
Fees for expenses related to the use of devices and information technology in connection with the elaboration of advanced Master's thesis

(1) The fee related to the use of devices and information technology in connection with the elaboration of the advanced Master's thesis and preparation for the advanced Master's state examination shall be covered by the applicant, if s/he uses them.
(2) The lump sum fee for the use of devices and information technology for 10 hours at a maximum amounts to CZK 2,000. The lump sum fee shall not be refunded in the event that the devices and information technology have not been used for the maximum number of hours.

Article 6
Common and final provisions

(1) Documents and actions under Article 2 and 3 of this Directive can be issued/performed only in accordance with a written request submitted by a student or a graduate. The confirmation of payment of the relevant administrative fee forms a mandatory part of the request. The form of payment for administrative actions related to the issuance of

the document and the transaction thereof shall adhere to the internal regulations of the Faculties, i.e. Student Affairs Office of the relevant Faculty.

(2) Student Affairs Offices of the Faculties are obliged to inform the student or the graduate in advance on the amount of the fee for administrative actions and on the place of issuance of the required document.

(3) Fees for administrative actions related to the issuance of documents that are paid in compliance with Article 2 and 3 of this Directive shall be increased by CZK 300, if the materials necessary for the issuance of the documents are older than ten years.

(4) In justified cases, the fees for administrative actions related to the issuance of documents or performance of actions in compliance with Article 2, 3 and 4 may be exceptionally reduced or waived by the Rector or Dean of the relevant Faculty upon a written request submitted by the applicant.

Article 7
Conclusion

This Directive replaces Bursar's Directive No. 8/2022 from 24 October 2022.

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