
Rector's Directive No. 25/2019, as amended by Rector's Directives No. 33/2019 and No. 35/2020

To implement:	Art. 3 (5) and Art. 4 (3) of Appendix No. 2 to the Constitution of Charles University – Fees For Study
Effect:	1 October 2019

Procedure to handle applications for waiver and/or reduction of the fee for study

Part I - Introductory Provisions

Article 1

The Rector's Directive is to stipulate reasons for the lowering of fees for study, namely for the waiver of a fee and/or the extent of any potential reduction in fees for study at Charles University,

- a. to be applicable in the course of decision-making regarding applications for the reduction of the fee for longer study¹ submitted within the procedure to deal with appeals against the Rector's decision², and
- b. to be applicable in the course of decision-making regarding applications for the reduction of the fee for study in a foreign language³ submitted within the procedure to deal with appeals against the dean's decision⁴.

Part II - The Fee for Longer Study

Article 2 - Interruption of study

1. An application for the reduction of a fee for study, should the applicant's study have been interrupted for a period of time for which a previous fee was assessed (Fee I), is to be satisfied if all conditions stated in paragraph 2 have been fulfilled; the amount of a second fee (Fee II) of the applicant will be reduced under paragraph 3.
2. The conditions for the reduction of the amount of a fee are as follows:
 - a. All fees assessed under legally effective decisions issued by Charles University ("University") must have been paid in due time and in the full amount;
 - b. An appeal against the decision assessing Fee II must have been lodged in time; the appeal must include an application for the reduction of Fee II due to the interruption of study for the period covered by Fee I;
 - c. Submitting a copy of the Dean's decision interrupting study whereby
 - i. the study was interrupted upon a legally effective decision not later than within 120 days of the day when the duty to pay Fee I arose;
 - ii. the study was interrupted for a minimum of 90 days; and
 - d. The length of interruption of study in the period for which Fee I was assessed was at least 60 days.
3. The amount of a fee reduction is set as a product of Fee I amount divided by constant 180 and the number of days of interruption of study within the period for which Fee I was assessed ("a", but 180 as a maximum), i.e.

$$\text{amount of reduction} = \frac{\text{Fee I}}{180} \times a$$

The amount of the reduced fee is rounded up to whole crowns.

4. An application for the reduction of fee in relation to further interruption of study may be filed again as part of an appeal, i.e. after another fee has been assessed. Calculation of the new amount of Fee II is always based on the amount of Fee I assessed by the Rector of the University in the first-instance decision.

Article 3 - Birth of a child

1 Under section 58 (3) of Act N. 111/1998 Sb., Higher Education Act.
2 Under Art. 5 (1) of Appendix No. 2 of the Constitution of Charles University
3 Under section 58 (4) of Act N. 111/1998 Sb., Higher Education Act
4 Under Art. 5 (2) of Appendix No. 2 of the Constitution of Charles University

An application for the waiver of a fee due to the birth of a child within 9 months before the date when the duty to pay the fee arises, is to be satisfied and the whole amount of the fee waived. Only one fee may be waived due to the birth of a child although the applicant may have fulfilled the conditions stipulated above with respect to more fees.

Article 4 - Completion of study

An application for the waiver of a fee on the grounds that the applicant has completed the respective study not later than within one month after the date of the duty to pay the fee, will be satisfied and the whole amount of the assessed fee is to be waived.

Article 5 - Completion of a public or private school

An application for the waiver of a fee will be satisfied if the applicant substantiates that after his or her earlier bachelor's or master's programmes, which had been terminated in a manner other than regular under section 45 (3) or section 46 (3) of the Higher Education Act, the applicant completed an identical programme at a public or private school. At the same time, the applicant must prove that if the earlier periods of study terminated in a manner other than regular under section 45 (3) or section 46 (3) of the Higher Education Act had not been considered in the calculation of a fee the applicant would not have exceeded a period of study free of any fee at Charles University.

Article 6 - Completion of a programme of study of a higher type

An application for the waiver of a fee for longer study will be satisfied if the applicant substantiates that after his or her earlier bachelor's programme(s), which had been terminated in a manner other than regular under section 45 (3) or section 46 (3) of the Higher Education Act, the applicant completed a master's programme of study at a higher education institution in the Czech Republic. At the same time, the applicant must prove that if the earlier periods of study terminated in a manner other than regular under section 45 (3) or section 46 (3) of the Higher Education Act had not been considered in the calculation of a fee the applicant would not have exceeded a period of study free of any fee at Charles University.

Part III - Common Provisions

Article 7 - Other reasons

1. A list of reasons for the reduction or waiver of a fee including percentage is provided in [Appendix No. 1](#) to the Directive herein.
2. A fee for study conducted in a foreign language may be reduced or waived only exceptionally. The ground for the Rector's decision is an opinion of the respective Dean. The list of reasons for the reduction and/or waiver of a fee for study in a foreign language is provided in [Appendix No. 2](#) to the Directive herein.
3. Should the applicant prove there are more reasons for the reduction and/or waiver of the fee assessed those reasons will be taken into consideration when determining the total amount of the reduction of the assessed fee.
4. A list of documents to be submitted along with an application for the reduction or waiver of a fee is posted on www.cuni.cz.

Article 8 - Instalment plan and enforcement of fees

1. The Dean may, upon an application of the debtor, allow for an instalment plan.
2. Where the Dean decides that an outstanding fee for longer study should be enforced and collected by the University the enforcement procedure is to be conducted by the Rectorate. In such case, an instalment plan may be approved only by the Rector.
3. Acknowledgment of the debt is part of an instalment plan agreement.
4. The form of an application for an instalment plan and the form of an instalment plan agreement are provided in [Appendix No. 3](#) to the Directive herein.
5. Enforcement and collection of outstanding fees for study in a foreign language is the responsibility of respective faculties.

Article 9 - Final provisions and effect

1. Rector's Directives No. 45/2017, No. 67/2017 and No. 1/2018 are hereby repealed.
2. The Directive herein comes into effect on 1 October 2019.

Prague, 3 July 2019

Rector

prof. MUDr. Tomáš Zima, DrSc., MBA

- [Appendix No. 1](#)
- [Appendix No. 2](#)
- [Appendix No. 3](#)