**4th Consolidated version**

**Appendix No. 2 TO THE CONSTITUTION OF CHARLES UNIVERSITY
FEES FOR STUDY**

Article 1

Fee for Acts Related to the Admissions Procedure

1. The amount of fees for acts related to the admissions procedure in bachelor’s and master’s study programmes is twenty per cent of the base for the determination of fees related to study declared by the Ministry of Education, Youth and Sports for the relevant academic year (“the Base”); if an electronic application form is used the amount of the fee is reduced by CZK 50. The amount of the fee is rounded down to the nearest whole ten CZK.
2. The fee for acts related to the admissions procedure in doctoral study programmes equals the amount under paragraph 1 reduced by CZK 100.
3. The fee is payable on the last day of the deadline for submitting applications for study.

Article 2

Fee for Acts Related to the Review of Compliance with Requirements for Admission to Study

1. The fee for acts related to the review of compliance with a requirement for admission to study amounts to twenty per cent of the Base and is rounded down to the nearest whole ten CZK. The dean of a faculty may decide by a Dean´s Measure that the fee is not set and collected.
2. If an applicant has submitted more than one application for admission to a faculty where the fee is set under paragraph 1, and the applicant requests the review of his or her compliance with requirements for admission to study, such applicant is to pay a single fee for all applications to that faculty.
3. The fee is payable on the day of submitting the application for review of compliance with requirements for admission to study.

Article 3

Fee for Longer Study

1. The fee for longer study in a bachelor’s and master’s study programme with the cost intensity coefficient k for every six months of study begun amounts to:
2. if k equals 1: 4.5 \* k \* the Base, but at least CZK 12,500,
3. if k equals 1.2: 4.5 \* k \* the Base, but at least CZK 14,500,
4. if k equals 1.65: 4.0 \* k \* the Base, but at least CZK 17,000,
5. if k equals 2.25: 3.5 \* k \* the Base, but at least CZK 20,000,
6. if k equals 2.8: 3.5 \* k \* the Base, but at least CZK 25,000,
7. if k equals 3.5: 3.5 \* k \* the Base, but at least CZK 29,000.
8. The amount of the fee under paragraph 1 (c) applies also to the study programme of Law and Jurisprudence carried out at the Faculty of Law, and to the study programmes of Economics, Media and Communications Studies, International Area Studies, Political Science, and Sociology offered by the Faculty of Social Sciences; and the amount of the fee under paragraph 1 (d) also applies to the Computer Science study programme.
9. The amount of the fee is rounded up to the nearest whole five hundred CZK.
10. The fee is payable on the ninetieth day after the date of legal force of the decision to assess the fee.
11. In appellate proceedings, the Rector may reduce or waive the fee or defer the payment due date. The details are stipulated in a Rector’s measure. The grounds for reduction, waiver, or deferral of payment due date are in particular:
12. excellent study, research, or other creative results achieved in the study in which the decision to assess the fee was issued;
13. completion of a study stay organised or ensured through a faculty or the University at a higher learning institution abroad;
14. difficult social circumstances or other serious reasons; or
15. other specific grounds.

Article 4

Fee for Study in a Foreign Language

1. The fee for study in a foreign language in a bachelor’s, master’s, or doctoral study programme for an academic year begun amounts to:

| **Faculty** | **Bachelor’s study** | **Master’s study**  | **Doctoral study** |
| --- | --- | --- | --- |
| Catholic Theological Faculty | CZK 25,000 | CZK 25,000  | CZK 25,000 |
| Protestant Theological Faculty | CZK 2,700 | CZK 25,000  | CZK 25,000 |
| Hussite Theological Faculty |   |   | CZK 20,000 |
| Faculty of Law |   |   | EUR 600 |
| First Faculty of Medicine |   | Stomatology | CZK 360,000 | Full-timeCZK 150,000Part-time (combined)CZK 0 |
| General Medicine | CZK 360,000 |
| The International Master´s Programme in Addictions | CZK 320,000 |
| Second Faculty of Medicine |   | General Medicine | CZK 330,000 | CZK2,000 |
| Third Faculty of Medicine |   | General Medicine | CZK 330,000 | CZK 0 |
| Faculty of Medicine in Pilsen |   | Stomatology | CZK 340,000 | CZK 2,000 |
|   | General Medicine | CZK 300,000 |
| Faculty of Medicine in Hradec Králové |   | Stomatology | CZK 340,000 | CZK 0 |
|   | General Medicine | CZK 310,000 |
| Faculty of Pharmacy |   | EUR 7,600 | CZK 0 |
| Faculty of Arts  | CZK 110,000 | CZK 110,000 | CZK 2,000 |
| Faculty of Science | CZK 60,000 | CZK 60,000 | CZK 50,000 |
| Faculty of Mathematics and Physics | EU: CZK 84,000Non-EU: CZK 140,000 | EU: CZK 84,000Non-EU: CZK 140,000 | CZK 150,000DS II[[1]](#footnote-1) CZK 75,000 |
| Faculty of Education | CZK 60,000 | CZK 60,000 | CZK 2,000 |
| Faculty of Social Sciences | EUR 6,000 | Sociology in the European Context | EUR 4,000 | EUR 500DSP II1EUR 250 |
| International Master in Economy, State and Society  | EUR 8,900 |
| The European Politics and Society (EPS) Václav Havel Programme (from EU/EEA) | EUR 4,500 |
| The European Politics and Society (EPS) Václav Havel Programme (non EU/ EEA) | EUR 8,000 |
| Master in Area Studies (from EU/ EEA) | EUR 3,000 |
| Master in Area Studies (non EU/ EEA) | EUR 6,000 |
| Balkan, Eurasian and Central European Studies (from EU/ EEA) | EUR 3,000 |
| Balkan, Eurasian and Central European Studies (non EU/ EEA) | EUR 6,000 |
| Other | EUR 6,000 |
| Faculty of Physical Education and Sport | Physical Education and Sports CZK160,000 | Physical Education and Sports | CZK 160,000 | CZK 95,000 |
| Trainer (coach) CZK 160,000 |  |  |
| Fitness trainerCZK 160,000 |  |  |
| Specializations in Health Services CZK 220,000 | Specializations in Health Services  | CZK 220,000 |
| Faculty of Humanities | EUR 2,000 | in English | EUR 2,000 | EUR 2,000 |
| in German | EUR 200 |

1. The fee becomes payable on the fifteenth day after the date of legal force of the decision to assess the fee.
2. In appellate proceedings, the Rector may reduce or waive the fee or defer the payment due date. The details are stipulated in a Rector’s measure. Article 3 (5) letters a), c), d) apply by analogy to a reduction, waiver, or deferral of the due date.
3. If the University or a faculty have entered into a contract with a foreign higher education institution on mutual provision of higher education free of charge, the parties proceed in accordance with that contract.

Article 5

Proceedings to Assess the Fee for Longer Study and the Fee for Study in a Foreign Language

1. A decision to assess the fee for longer study is made in the first instance by the Rector.
2. A decision to assess the fee for study in a foreign language is made in the first instance by the dean.
3. An appeal against the decision to assess a fee may be lodged within thirty days of the notification.
4. The appeal must clearly state who appeals, the matter concerned, and what is requested. Further, it is necessary to state the name, surname, date of birth, and permanent address of the appellant, or other mailing address. The appeal must contain the details of the person filing the appeal; the person to whom it is addressed; the decision that is being appealed; what is perceived as contradictory to legal or internal regulations or as erroneous in the decision or proceedings preceding the issuing of the decision; and the signature of the person filing the appeal.[[2]](#footnote-2))
5. The appellate body is the Rector. The appeal is filed with the dean or the Rector and is considered to be made on the date when it is brought to the attention of the dean or the Rector. The deadline has been met if the letter addressed to the dean or the Rector containing the appeal is submitted to the postal service operator[[3]](#footnote-3)) on the last day of the deadline.
6. The Rector’s advisory committee is established for the purposes of consideration of applications to reduce, waive, or defer the payment due date in appellate proceedings. The members of this committee are appointed by the Rector. The committee’s recommendations on individual appeals are submitted to the Rector.
7. The Rector may waive the fee for longer study or study in a foreign language if it was caused in connection with a delay in proceedings before a body of the first or second instance or in connection with the rendering of an unlawful decision.
8. A decision to assess a fee that was notified and against which no appeal lies is in legal force and is binding on the party to the proceedings and the respective administrative bodies.
9. The decision is enforceable on the date of coming into legal force or on a later date provided in the holding of the decision. A decision imposing a duty to perform becomes enforceable if it is in legal force and if the time limit to perform the duty has elapsed.

Article 6

Form of Payment of Fees for Study

Fees for study are paid by transfer to the bank account of the University.

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**Transitional provision regarding changes No. 4 of the Appendix No. 2 to the Constitution of Charles University**

Fees for study in a foreign language in the academic year when the changes herein became legally effective, and in the preceding academic years are subject to provisions of Appendix No. 2 to the Constitution of Charles University as applicable before the date of effect of the changes herein.

1. The doctoral programme commencing in the middle of an academic year; the date of the commencement of such programme is determined by the Rector´s Measure providing for the schedule of the admissions procedure where such programme is designated as “doctoral programmes II”. [↑](#footnote-ref-1)
2. ) Ss. 37 (2) and 82 (2) of the Administrative Procedure Code. [↑](#footnote-ref-2)
3. ) S. 40 of the Administrative Procedure Code. [↑](#footnote-ref-3)