

Charles University

Rector's Directive No. 25/2023

- Title:

Procedure for the Assessment of Applications for a Waiver or Reduction of the Fee for Study under Section 58 (3) of the Higher Education Act (Fee for Longer Study)

- To implement:

Article 3 (5) of Appendix No. 2 to the Constitution of Charles University – Fees for Study

- Date of effect:

1 October 2023

Procedure for Assessment of Applications for Waiver or Reduction of Fee for Study under Section 58 (3) of the Higher Education Act (Fee for Longer Study)

Part II– Introductory Provision

Article 1

The present directive adopted by the Rector of Charles University (“Rector”) defines the grounds for a waiver or reduction of the assessed fee for study under Section 58 (3) of the Higher Education Act¹ (“fee for longer study” or “fee”) at Charles University (“University”) for the purposes of decision-making on applications to waive or reduce the fee for longer study submitted in the proceedings to appeal the Rector’s decision² to assess the fee.

Part II – Grounds for Waiver or Reduction of the Fee

Article 2

Outstanding academic achievement

An application submitted by a party to proceedings to reduce the fee on the grounds of outstanding academic achievement in the course of the study which is subject to the fee by achieving a maximum average grade of 1.25 will be granted and the fee assessed to the party to proceedings will be reduced. The assessment of at least five different subjects in the form of a graded course credit or an examination is required for the calculation of an average grade. Only the first and second fee assessed for a given programme of study may be reduced. The second assessed fee may be reduced only if the party to proceedings passed at least one additional assessment of a subject in the form of a graded course credit or an examination which was not included in the average grade used for the purposes of the decision-making on the reduction of the first fee assessed for the given programme of study if the party to proceedings applied for a reduction thereof.

Article 3

Research or other creative results

An application submitted by a party to proceedings to reduce the fee on the grounds of extensive or highly significant research or other creative work in the course of the study which is subject to the fee will be granted and the fee assessed to the party to proceedings will be reduced. The Rector’s decision whether the party’s activities constitute extensive or highly significant research or other creative work is based on the opinion provided by the management of the respective faculty. Only the first and second fee assessed for a given programme of study may be reduced.

¹ Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act).

² Article 5 (1) of Appendix No. 2 to the Constitution of Charles University.

Article 4

Study stay organised or arranged by the faculty or University at another higher education institution abroad

An application submitted by a party to proceedings to reduce the fee on the grounds of completing a study stay abroad of at least four months in the course of the study which is subject to the fee during which he or she did not interrupt the study and which was organised by the faculty or the University, provided that the faculty did not recognise any of the fulfilled study requirements as a compulsory or elective subject under the curriculum of the party to proceedings, will be granted and the fee assessed to the party to proceedings will be reduced. Only the first and second fee assessed for a given programme of study may be reduced.

Article 5

Difficult social situation

1. An application submitted by a party to proceedings to waive or reduce the fee on the grounds of a difficult social situation, provided that one of the requirements under paragraph 2 is met, will be granted and the fee assessed to the party to proceedings will be waived or reduced.
2. The requirements for waiving or reducing the assessed fee are as follows:
 - a. the income of the persons assessed together does not exceed 1.5 times the minimum living amount,
 - b. the person receives the child benefit;
 - c. the person receives the housing benefit;
 - d. the person receives one of the benefits under the system of assistance in material destitution.
3. The fulfilment of one of these requirements must be confirmed by one of the following documents issued by the Employment Office of the Czech Republic:
 - a. copy of a document proving the quarterly income of all persons assessed together,
 - b. copy of a document proving that the person receives one of the above benefits within state social assistance or the system of assistance in material destitution.
4. The requirements for waiving or reducing the fee must be fulfilled on the date of submission the application to waive or reduce the assessed fee, or in the period subject to the fee. If more than one requirement under paragraph 2 is met, the abatement will be provided in the amount corresponding to the requirement for which the highest abatement is provided.

Article 6

Medical reasons

1. An application submitted by a party to proceedings to waive or reduce the fee on the grounds of long-term hospitalisation or serious illness proven by a medical certificate, or on other similar grounds on the basis of the CU Point register of students with special needs, will be granted and the fee assessed to the party to proceedings will be waived or reduced.
2. An application submitted by a party to proceedings to waive the fee on the grounds of a disability (ZTP³ or ZTP/P⁴ card holder) will be granted and the fee assessed to the party to proceedings will be waived.
3. The requirements for waiving or reducing the fee must be met before the beginning of the period subject to the fee assessed to the party.

³ ZTP = extremely severe disability

⁴ ZTP/P = extremely severe disability with an assistant

Article 7
Provision of care

1. An application submitted by a party to proceedings to waive or reduce the fee on the grounds of required above-standard long-term care for a child due to the child's health condition will be granted and the fee assessed to the party to proceedings will be waived or reduced.
2. An application of a party to proceedings to waive or reduce the fee on the grounds of providing care for a person with disability or a long-term illness will be granted and the fee assessed to the party to proceedings will be waived or reduced.
3. The requirements for waiving or reducing the fee must be met before the beginning of the period subject to the fee assessed to the party.

Article 8
Becoming an orphan

An application submitted by a party to proceedings to waive the fee on the grounds of becoming a full orphan before reaching the age of 26 or comparable circumstances will be granted and the fee assessed to the party to proceedings will be waived. Only the first and second fee assessed for a given programme of study may be waived.

Article 9
Interruption of Study

1. An application submitted by a party to proceedings to reduce the fee, where the party's study was interrupted in the period subject to a previous fee assessed to the party within the same study (fee A), will be granted if all the requirements under paragraph 2 are met and the currently assessed fee (fee B) will be reduced under paragraph 3.
2. The requirements for reducing the fee are as follows:
 - a. due payment of all fees for study in the full amount as assessed by the University on the basis of a final decision,
 - b. appealing the decision to assess fee B in due time, which includes an application to reduce fee B on the grounds of the interruption of study in the period subject to fee A,
 - c. providing a copy of the dean's decision to interrupt the study, provided that:
 - i. the study has been interrupted on the basis of a final decision no later than within 120 days of the date of creation of the obligation to pay fee A,
 - ii. the study has been interrupted for at least 90 days, and
 - d. the period of the interruption of study in the period subject to fee A was at least 60 days.
3. The amount of the reduction of the assessed fee is calculated as a product of the amount of fee A divided by constant 180 and the number of days for which the study was interrupted in the period subject to fee A ("a" may not exceed 180), that is:

$$výše snížení = \frac{poplatek I.}{180} \times a$$

- The amount of the reduction of the assessed fee is rounded up to whole crowns.
4. An application to reduce the fee on the grounds of another interruption of study may be submitted again as a part of the appeal, that is, after the assessment of another fee. The calculation of the new amount of fee B is always based on the amount of fee A as assessed in the Rector's decision in the first instance.

Article 10 Birth of a child

An application submitted by a party to proceedings to waive the fee on the grounds of birth of a child within the period of nine months before the creation of the obligation to pay the fee will be granted and the assessed fee will be waived. The birth of a child may be used as the grounds for waiving only one fee even if the party to proceedings fulfils the above requirements for the waiver of several fees. The procedure applies with the necessary modifications if the partner⁵ of the party to proceedings gives birth to a child.

Article 11 Taking custody of a child to provide substitute parental care

An application submitted by a party to proceedings to waive the fee on the grounds of taking custody of a child below the age of three years to provide substitute parental care on the basis of a decision of the competent body, provided that the decision became legally effective within the period of nine months before the creation of the obligation to pay the fee, will be granted and the assessed fee will be waived. Taking custody of a child may be used as the grounds for waiving only one fee even if the party to proceedings fulfils the above requirements for the waiver of several fees. The procedure applies with the necessary modifications if the partner⁶ of the party to proceedings took custody of a child to provide substitute parental care.

Article 12 Completion of study

An application submitted by a party to proceedings to waive the fee on the grounds of successfully completing the study which is subject to the fee no later than within one month of the creation of the obligation to pay the fee will be granted and the assessed fee will be waived.

Article 13 Completion of a programme of study at a public or private higher education institution

An application submitted by a party to proceedings will be granted and the assessed fee will be waived if, after previous studies in bachelor's and master's programmes of study terminated otherwise than successfully completed under Section 45 (3) or 46 (3) of the Higher Education Act, the party to proceedings successfully completed a programme of study of the same type at a public or private higher education institution in the Czech Republic and, at the same time, due to not including the period of previous studies which were terminated otherwise than successfully completed under Section 45 (3) or Section 46 (3) of the Higher Education Act, the party would not exceed the standard period of study plus one year for the study subject to the fee. The requirement for waiving the fee must be met before the beginning of the period subject to the fee assessed to the party.

Article 14 Completion of a higher-level programme of study

⁵ Act No. 115/2006 Sb., to regulate civil partnership and to amend certain related laws.

⁶ Act No. 115/2006 Sb., to regulate civil partnership and to amend certain related laws.

An application submitted by a party to proceedings will be granted and the assessed fee will be waived if, after previous studies in bachelor's programmes of study terminated otherwise than successfully completed under Section 45 (3) of the Higher Education Act, the party to proceedings successfully completed a master's programme of study at a higher education institution in the Czech Republic and, at the same time, due to not including the period of previous studies which were terminated otherwise than successfully completed, the party would not exceed the standard period of study plus one year for the study subject to the fee. The requirement for waiving the fee must be met before the beginning of the period subject to the fee assessed to the party.

Article 15

Termination of study by withdrawal or failure to fulfil the requirements set out for a programme of study in the Code of Study and Examination

1. An application submitted by a party to proceedings to waive the fee on the grounds of withdrawal⁷ from the study subject to the fee or termination of that study due to failure to fulfil the requirements set out for the programme of study in the Code of Study and Examination⁸ no later than within one week of the creation of the obligation to pay the fee will be granted and the fee will be waived.
2. An application submitted by a party to proceedings to reduce the fee on the grounds of withdrawal⁹ from the study subject to the fee or termination of that study due to failure to fulfil the requirements set out for the programme of study in the Code of Study and Examination¹⁰ no later than within one month of the creation of the obligation to pay the fee will be granted and the fee will be reduced.

Article 16

Delays in proceedings and unlawful procedure

An application submitted by a party to proceedings to waive the fee on the grounds that it was assessed due to delays in the proceedings conducted by a body in the first or second instance or due to an unlawful decision will be granted and the assessed fee will be waived.

Part III – Common Provisions

Article 17

1. In justified cases, the Rector may defer the due date of the payment of the assessed fee.
2. The Rector may reduce the assessed fee on other serious grounds in cases of financial difficulties or in circumstances which lead to unspecified financial difficulties which the party is not able to prove through the documents listed under Article 5 hereof. The circumstances of the party to proceedings must be comparable at least to the difficult social situation of a party to proceedings who proves his or her situation through the documents listed above. The

⁷ Section 56 (1) (a) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act).

⁸Section 56 (1) (b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“Higher Education Act”).

⁹ Section 56 (1) (a) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act).

¹⁰Section 56 (1) (b) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“Higher Education Act”).

circumstances must constitute a particularly difficult situation which is either of a long-term nature or arose suddenly and has comparable effects or consequences.

3. In absolutely exceptional cases, the Rector may waive or reduce the assessed fee in cases worthy of special consideration, that is, in sudden, extremely serious situations which may not be defined under a single abatement category.
4. If a party to proceedings proves the existence of several different grounds for a reduction or waiver of the assessed fee, this fact will be taken into consideration in the calculation of the total amount of the reduction of the fee.
5. Unless provided otherwise, the requirements for waiving or reducing the assessed fee must be met on the date of submission of the application.
6. The party to proceedings must provide any and all relevant documents proving the facts claimed in the application to waive or reduce the assessed fee. If necessary, the University may request further documentation.
7. The documents required for proving the grounds for waiving or reducing the assessed fee and the estimated amount of the reduction, or waiver, are listed in Appendix 1 hereto.

Article 18 Instalment plan and enforcement of fees

1. The dean of a faculty may allow an instalment plan on the basis of an application submitted by the party to proceedings.
2. If the dean of the faculty decides that a fee due is to be enforced by the University, it is enforced by the Rectorate of the University. In such case, an instalment plan may be only allowed by the Rector.
3. An instalment plan agreement also includes an acknowledgement of debt.
4. The templates for the instalment plan application and the instalment plan agreement are provided in Appendix 2 (doc, pdf).

Article 19 Final provisions and effect

1. If a decision on an application to reduce or waive the assessed fee is not made before the date of effect hereof, a notice will be sent to the party to proceedings who submitted the application as a part of his or her appeal against a decision to assess the fee to provide additional information and documents for the application hereunder.
2. Rector's Directives No. 25/2019, 33/2019, 35/2020, 32/2021, 42/2021, and 29/2022 are hereby repealed.
3. This directive becomes effective on 1 October 2023.

Prague, [date]

prof. MUDr. Milena Králičková, Ph.D
Rector of Charles University

List of the grounds for a waiver or reduction of the assessed fee for study under Section 58 (3) of the Higher Education Act including the required documents and the estimated amount of reduction

Grounds for waiver or reduction of the fee <i>Required documents</i>		First assessment of the fee for the given programme of study	Second assessment of the fee for the given programme of study	Third assessment of the fee for the given programme of study	Fourth assessment of the fee for the given programme of study	Fifth and any subsequent assessment of the fee for the given programme of study
#	Description	Amount of reduction	Amount of reduction	Amount of reduction	Amount of reduction	Amount of reduction
1	Outstanding academic achievement – maximum average grade of 1.25 in the study to date (Article 2) <i>- confirmation from the faculty</i>	50%	25%	-	-	-
2	Research or other creative results – extensive or highly significant research or other creative results (Article 3) <i>- confirmation from the dean/vice-dean</i>	75%	50%	-	-	-
3	Study stay organised or arranged by the faculty or the University at another higher education institution – a study stay abroad of at least four months during which the student did not interrupt the study provided that the faculty did not recognise any of the fulfilled study requirements as a compulsory or elective subject under the student's curriculum (Article 4) <i>- confirmation from the faculty</i>	50%	25%	-	-	-
4	Difficult social situation – income of the persons assessed together does not exceed 1.5 times the minimum living amount, the person receives one of the benefits under the system of assistance in material destitution (Article 5) <i>- copy of a document from the Employment Office proving the quarterly income of all persons assessed together</i> <i>- copy of a document from the Employment Office proving that the person receives one of the benefits under the system of assistance in material destitution</i>	75–100%	75–100%	75–100%	50–75%	25–50%
5	Difficult social situation – the person receives the child benefit (Article 5) <i>- copy of a document proving that the person receives the child benefit</i>	50%	50%	50%	25%	0–25%
6	Difficult social situation – the person receives the accommodation benefit (Article 5) <i>- copy of a document proving that the person receives the accommodation benefit</i>	25%	25%	25%	25%	25%
7*)	Medical reasons – long-term hospitalisation or serious illness, or other similar grounds on the basis of the CU Point register of students with special needs (Article 6) <i>- medical certificate (copy), which contains the time span, main diagnosis, and subsequent</i>	10–100%	10–100%	10–100%	10–100%	10–100%

	<i>recovery – the period and any restrictions, or the period of hospitalisation</i>					
8	Medical reasons – disability – (ZTP or ZTP/P card holder) (Article 6) - <i>copy of the ZTP or ZTP/P card</i>	100%	100%	100%	100%	100%
9*)	Provision of care – required above- standard long-term care for a child to the child's health condition (Article 7) - <i>medical certificate proving the provision of care for a child due to health reasons issued for the specific person, copy of a confirmation from the Employment Office proving the granting of the care provider allowance</i>	10–100%	10–100%	10–100%	10–100%	10–100%
10*)	Provision of care – required provision of care for a person with disability a long-term illness (Article 7) - <i>medical certificate proving the provision of care due to health reasons issued for the specific person, copy of a confirmation from the Employment Office proving the granting of the care provider allowance</i>	10–100%	10–100%	10–100%	10–100%	10–100%
11	Becoming an orphan – becoming a full orphan before the student reaches the age of 26 years or a comparable situation (Article 8) - <i>copy of the death certificates</i>	100%	100%	-	-	-
12	Interruption of study – in the period subject to the previous assessed fee (Article 9)	See Article 9				
13	Birth of a child – within the period of nine months before the creation of the obligation to pay the fee; the procedure applies with the necessary modifications if the partner of the party to proceedings gives birth to a child (Article 10) - <i>copy of the birth certificate</i>	100%	100%	100%	100%	100%
14	Substitute parental care – taking custody of a child below the age of three years to provide substitute parental care on the basis of a decision of the competent body provided that the decision became legally effective within the period of nine months before the creation of the obligation to pay the fee; the procedure applies with the necessary modifications if the partner of the party to proceedings took custody of a child (Article 11) <i>copy of the decision of the competent body on taking custody of a child</i>	100%	100%	100%	100%	100%
15	Completion of study – within one month of the date of creation of the obligation to pay the fee (Article 12)	100%	100%	100%	100%	100%
16	Completion of a programme of study at a public or private higher education institution – previous unsuccessful studies of the same type not included (Article 13) - <i>copy of the diploma, certificate of completion of study</i>	100%	100%	100%	100%	100%
17	Completion of higher-level programme of study at a higher education institution in the Czech Republic (Article 14) - <i>copy of the diploma, certificate of completion of study</i>	100%	100%	100%	100%	100%

18	Termination of study by withdrawal or failure to fulfil the requirements set out for a programme of study in the Code of Study and Examination – within one week of the date of creation of the obligation to pay the fee (Article 15)	100%	100%	100%	100%	100%
19	Termination of study by withdrawal or failure to fulfil the requirements set out for a programme of study in the Code of Study and Examination – within one month of the date of creation of the obligation to pay the fee (Article 15)	50%	50%	50%	50%	50%
20	Delays in proceedings and unlawful procedure (Article 16)	100%	100%	100%	100%	100%

*) Estimated percentage ranges – applications are assessed on a case-by-case basis

Appendix 2

Instalment Plan Application

I, , birth identification no.
.....,

residing at:

.....
.....,

hereby apply for an instalment plan for the payment of the assessed fees for study
on the basis of a decision of the Rector of Charles University:

Decision of Ref. No. in the amount of CZK....., due on
.....

Decision of Ref. No. in the amount of CZK....., due on
.....

The applicant proposes the following instalment plan:

[place], [date]

Signature:

INSTALMENT PLAN
(Instalment Plan Agreement)

1. Charles University/Faculty..... (name of the faculty)
..... (address)
("Creditor")
2. (name, surname)
..... (birth identification number)
..... (address)
("Debtor")

Article I Acknowledgement of Debt

By executing the present Agreement, the Debtor acknowledges his or her debt under Sections 2053 and 2054 of the Act No. 89/2012 Sb., the Civil Code ("Civil Code"), as specified in Article III hereof and agrees to pay the entire debt in instalments in accordance with the terms and conditions hereunder. An instalment is considered as paid in a due and timely manner if credited to the creditor's account specified in Article III hereof no later than on the due date.

Article II Withdrawal of the Right to Payment in Instalments

The Parties agree to the withdrawal of the right to payment in instalments within the meaning of Section 1931 of the Civil Code, meaning that should the debtor fail to pay an instalment within the agreed due date, the debtor's right to payment in instalments is withdrawn and the creditor is entitled to the settlement of the entire claim. In such case, the debtor must pay the remaining part of the debt without delay no later than within 10 days of the date of the breach hereof.

Article III Instalment Plan

The debtor agrees to pay his or her debt in the amount of CZK, incurred due to a failure to pay a fee for study under Section 58 (3) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (Higher Education Act), as assessed in Decision of the Rector of Charles University of ... Ref. No. . . ., due on ... , to the creditor in ... instalments according to following instalment plan:

1st instalment in the amount of CZK due on

2nd instalment in the amount of CZK due on

The instalments will be remitted to the creditor's account held with, account no., variable code:

Prague, [date]

Signature of the creditor.....

Prague, [date].....

Signature of the debtor