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# Appendix No. 2 to the Constitution of Charles University - Fees for Study

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## 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 a Requirement 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.
2. The fee is payable on the day of submitting the application for review of compliance with a requirement 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:
  - a) if  $k$  equals 1:  $4.5 * k * \text{the Base}$ , but at least CZK 12,500,
  - b) if  $k$  equals 1.2:  $4.5 * k * \text{the Base}$ , but at least CZK 14,500,
  - c) if  $k$  equals 1.65:  $4.0 * k * \text{the Base}$ , but at least CZK 17,000,
  - d) if  $k$  equals 2.25:  $3.5 * k * \text{the Base}$ , but at least CZK 20,000,
  - e) if  $k$  equals 2.8:  $3.5 * k * \text{the Base}$ , but at least CZK 25,000,
  - f) if  $k$  equals 3.5:  $3.5 * k * \text{the Base}$ , but at least CZK 29,000.
2. The amount of the fee under paragraph 1 (b) applies also to the study programme of Law and Jurisprudence; the amount of the fee under paragraph 1 (c) applies also 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.
3. The amount of the fee is rounded up to the nearest whole five hundred CZK.
4. The fee is payable on the ninetieth day after the date of legal force of the decision to assess the fee.
5. 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:
  - a) excellent study, research, or other creative results achieved in the study in which the decision to assess the fee was issued;
  - b) completion of a study stay organised or ensured through a faculty or the University at a different higher learning institution abroad;
  - c) difficult social circumstances or other serious reasons; or
  - d) 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 25,000
Faculty of Law			CZK 130,000
First Faculty of Medicine		Stomatology CZK 360,000 General Medicine CZK 360,000	CZK 2,000
Second Faculty of Medicine		General Medicine CZK 330,000	CZK 2,000
Third Faculty of Medicine		General Medicine CZK 330,000	CZK 0
Faculty of Medicine in Pilsen		Stomatology CZK 340,000 General Medicine CZK 300,000	CZK 2,000
Faculty of Medicine in Hradec Králové		Stomatology CZK 340,000 General Medicine CZK 310,000	CZK 0
Faculty of Pharmacy		EUR 7,600	CZK 2,000
Faculty of Arts	CZK 110,000	CZK 110,000	Combined study CZK 20,000 Full-time study CZK 110,000
Faculty of Science	CZK 60,000	CZK 60,000	CZK 50,000
Faculty of Mathematics and Physics	EU CZK 84,000 Non-EU CZK 140,000	EU CZK 84,000 Non-EU CZK 140,000	CZK 150,000
Faculty of Education	CZK 108,000	CZK 108,000	CZK 108,000
Faculty of Social Sciences	EUR 6,000	Sociology in European Context EUR 4,000 International Master in Economy, State and Society EUR 8,900 The European Politics and Society (EPS) Václav Havel Programme EUR 8,000 Other EUR 6,000	EUR 500
Faculty of Physical Education and Sport	CZK 160,000	Physical Education and Sport CZK 160,000 Specializations in Health Service CZK 220,000	CZK 150,000
Faculty of Humanities	EUR 2,000	in English EUR 2,000 in German EUR 200	EUR 2,000

2. The fee becomes payable on the fifteenth day after the date of legal force of the decision to assess the fee.

3. 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.

4. If the University or a faculty 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 this 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. It is possible to appeal a decision to assess a fee within thirty days of the notification.

4. The appeal must clearly state who is making the appeal, the matter concerned, and what is proposed. Further, it is necessary to state the name, surname, date of birth, and permanent address of the appellant, or other address for delivery of notices. 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.<sup>1</sup>
5. The appellate body is the Rector. The appeal is addressed to the dean or to 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<sup>2</sup> 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 that cannot be appealed is in legal force and is binding on the participant in the proceedings and the administrative bodies.
9. The decision is enforceable on the date of coming into legal force or on a later date provided in the statement part 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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<sup>1</sup> Ss. 37 (2) and 82 (2) of the Administrative Procedure Code.

<sup>2</sup> S. 40 of the Administrative Procedure Code.