

Decree No. 3/2013

Fees for selected administrative tasks

This is the translation of the Dean's Decree No. 03/2013 issued on 9 July 2023. The English version is valid from 1 September 2013.

- 1. Training in the use of the information system, information on the credit system, and basic study regulations** CZK 500
- 2. Issuance of documents**
 - Issuing a copy of diploma CZK 1000
 - Issuing a copy of certificate CZK 1000
 - Issuing a copy of diploma and certificate CZK 1000
 - Issuing an additional diploma supplement CZK 1000
 - Study record book (index), that is, purchase of a new one (loss, destruction, not acceptable as a document) CZK 100
 - Translation of diploma and certificate into English language CZK 1200
- 3. Fees for costs of graduation and matriculation ceremonies** CZK 200
(applies only to participants of the ceremonies)
- 4. Fees for costs associated with individual enrollment in the academic year** CZK 300
(enrollment outside the deadlines set in the schedule, requiring individual handling by Study Department staff, enrollment by proxy, etc.)
- 5. Enrollment of a course in the information system by the Study Department, based on a written request by the student**
 - first-year students: per one request regardless of the number of courses CZK 300
 - other students: for each enrolled course CZK 300
- 6. Requests for preparation of**
 - a recommendation letter in a foreign language for study at foreign institutions, scholarships, and similar purposes, prepared by academic staff CZK 300
 - a confirmation of completed examinations and credits in a language other than Czech and English CZK 300
- 7. Applications**
 - for termination of studies no fees
 - for recognition of courses CZK 500
 - for special enrollment in the academic year in case of failure to meet progression criteria CZK 300
 - related to failure to meet deadlines arising from the Academic Year Schedule CZK 300



Univerzita Hradec Králové
Fakulta informatiky a managementu

9. Final provisions

This decree repeals Dean's Decree No. 2/2009 as amended.

This decree enters into effect on 1 September 2013.

In Hradec Kralove on 9 July 2013

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Dean of FIM UHK