

## Dean's Decree No. 14/2025

### Fees for selected administrative tasks

*This is the translation of the Dean's Decree No. 14/2025 issued on 18th December 2025.  
The English version is valid from 1 January 2026.*

1.	Training in the use of the information system, information on the credit system, and basic study regulations	CZK 500
2.	Issuance of documents	
	– a recommendation letter in a foreign language for study at foreign institutions, scholarships, and similar purposes, prepared by academic staff	CZK 500
	– Documents and certificates requiring individual handling by the staff of the Study Department	CZK 50 / item
	– Document according to §57a, paragraph 1 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, or a new higher education diploma or diploma supplement according to §54a, paragraph 2 of the Higher Education Act	Fee stated accor. to Art. 30 of the UHK Statute
3.	Fees for costs of graduation ceremonies (applies only to participants of the ceremonies)	CZK 400
4.	Fees for costs associated with individual enrollment in the academic year (enrollment outside the deadlines set in the schedule, requiring individual handling by Study Department staff, enrollment by proxy, etc.)	CZK 500
5.	Applications	
	– interruption of studies	no fees
	– change of study mode	no fees
	– notification of withdrawal from studies	no fees
	– registration of a recognized period of parenthood	no fees
	– granting of a scholarship	no fees
	– review of a decision (appeal)	no fees
	– adjustment of the study plan (participants in foreign internships organized by FIM)	no fees
	– addition (enrolment) of a course to the study plan (outside the deadlines set by the schedule)	CZK 500
	– recognition of part of studies	CZK 500

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| – adjustment of conditions for the further course of studies                   | CZK 500 |
| – related to failure to meet deadlines arising from the Academic Year Schedule | CZK 500 |

**6. Final provisions**

This decree repeals Dean's Decree No. 3/2013 as amended.

This decree enters into effect on 1 January 2026.

In Hradec Králové on 6<sup>th</sup> January 2026

prof. Ing. Mgr. Petra Marešová, Ph.D., MBA  
Dean of FIM UHK