



## Fees for Administrative and Extraordinary Operations and Services

Fee (CZK)	Item
0,-	Registration for courses in times specified by the Registration Decree
300,-	Application (all applications except for separate items specified in this Decision)
100,-	Application for registration for 1 to 5 courses by the Study Department if filed by 31 October at the latest for courses taught in the winter semester, or by 15 March at the latest for courses taught in the summer semester of the respective academic year
300,-	Application for registration for more than 5 courses by the Study Department if filed by 31 October at the latest for courses taught in the winter semester, or by 15 March at the latest for courses taught in the summer semester of the respective academic year
500,-	Application for registration for course(s) by the Study Department if filed after 31 October and by 30 November at the latest for courses taught in the winter semester, or filed after 15 March and by 15 April at the latest for courses taught in the summer semester of the respective academic year. No courses can be registered after 30 November (for the winter semester) and after 15 April (for the summer semester)!
0,-	Application for deregistration for course(s) due to non-fulfilment of the pre-requisite for the given course, if the pre-requisite non-fulfilment occurred after the deadline of course pre-registration for the given period
100,-	Application for deregistration for course(s) by the Study Department if filed by 31 October at the latest for courses taught in the winter semester, or by 15 March at the latest for courses taught in the summer semester of the respective academic year
300,-	Application for deregistration for course(s) by the Study Department if filed after 31 October and by 30 November at the latest for courses taught in the winter semester, or filed after 15 March and by 15 April at the latest for courses taught in the summer semester of the respective academic year. No courses can be deregistered after 30 November (for the winter semester) and after 15 April (for the summer semester)!
500,-	Application for recognition of course(s) (except for a change of the form of study)
300,-	Application for recognition of course(s) in lifelong learning programmes
0,-	Application for recognition of course(s) in case of change of the form of study
0,-	Application for termination of study

0,-	Application for review of a decision
0,-	Issue of a PřF UHK student certificate
0,-	Study restarting after interruption; repeated enrolment
20,-	Issue of a school transcript in a lifelong education programme
300,-	Alternative date of enrolment
200,-	Training how to use STAG, information about the credit system and basic study laws, cost of matriculation
0,-	Registration for each year of study (both full-time and combined form of study)
500,-	Fee for supervision of thesis returned for redrawing (in case of failure to defend the Bachelor's/Master's/final thesis) – original topic
1000,-	Fee for administration of topic assignment in case of failure to defend the Bachelor's/Master's/final thesis – new topic
200,-	Graduation ceremony
500,-	Issue of a duplicate diploma due to incorrect personal data provided by the student
500,-	Issue of a duplicate diploma supplement or diploma
300,-	Issue of a duplicate certificate of lifelong learning programme graduation

Applications shall be filed in writing. Students file the written application and the document evidencing the fee payment with the PřF UHK Dean's Office. Payments for the specified operations constitute the Faculty income.

The fees shall be paid to the account No. 2733582/0800, variable symbol 14990. Fees transferred without the variable symbol will be considered unpaid.

The applicant proves the fee payment by means of the original postal money order slip, or by means of the original confirmation of payment by bank transfer, or the applicant shows the account number and the day of bank transfer in his/her application. The document proving the fee payment shall be attached to the application. If an operation, and not an application is concerned, the document is submitted usually to the Study Department.

If the type of operation is not clear, the amount of the fee is decided by the Dean. If more items specified in this Decision are concerned, payments for individual operations are added up.

This Decision cancels the Dean's Decision No. 9/2018.

This Decision becomes valid on the date signed and enters into effect on 1 June 2021.

In Hradec Králové on 20 May 2021

doc. RNDr. Jan Kříž, Ph.D.  
Dean, PřF UHK