



Fees for Administrative and Extraordinary Operations and Services

Fee (CZK)	Item
300,-	Application (all applications except for separate items specified in this Decision)
100,-	Application for registration for 1 to 2 courses by the Study Department if filed by 30 November at the latest for courses taught in the winter semester, or 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)!
300,-	Application for registration for 3 to 5 courses by the Study Department if filed by 30 November at the latest for courses taught in the winter semester, or 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)!
800,-	Application for registration for 6 and more courses by the Study Department if filed by 30 November at the latest for courses taught in the winter semester, or 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. No courses can be deregistered after 31 October (for the winter semester) and after 15 March (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,-	<ul style="list-style-type: none">Application for study interruption; extension of study interruption; study restarting after interruptionApplication for recognition of course(s) in case of change of the form of studyApplication for termination of studyApplication for review of a decisionIssue of a PřF UHK student certificate

300,-	Alternative date of enrolment
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
500,-	Issue of a duplicate diploma supplement
300,-	Issue of a duplicate certificate of lifelong learning programme graduation
300,-	Sending a diploma and/or diploma supplement by post.

Applications shall be filed in writing or electronically. Students file the written application and the document evidencing the fee payment with the PřF UHK Study Department. 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, or a legible scan of the above-mentioned documents in the case of electronic submission of the application. The document proving the fee payment shall be attached to the application.

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.

If the student receives a social scholarship, he/she can ask the Dean of the Faculty of Science for a fee waiver.

This Decision cancels the Dean's Decision No. 12/2021.

This Decision becomes valid on the date signed and enters into effect on 1 September 2024.

In Hradec Králové on 06 August 2024

RNDr. Alena Myslivcová Fučíková, Ph.D.
Dean, PřF UHK