

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 12/2024

Ref. No. UKLFHK/309580/2024

Name: **Administrative Fees**

Force and effect: on the day of the Dean's signature

Article 1

Subject Matter of the Directive

1. This Directive implements Rector's Directive No. 24/2017: Collection of Fees for Administrative Operations from Students of Charles University.
2. This Directive provides a list of operations for the performance of which the Faculty of Medicine in Hradec Králové requires payment from students of the Faculty, corresponding to the costs incurred in connection with these operations, and it sets out the specific amounts to be paid for these operations.
3. In addition, this Directive specifies the amounts to be paid for certain other operations performed for graduates or former students of the Faculty and other persons.
4. The list of operations and amounts to be paid are specified in the price list of operations which forms an integral part of this Directive in Appendix No. 1 (hereinafter referred to as the "Price List").

Article 2

Form and Method of Payment

1. All operations are always carried out at the request of an authorized person, i.e., a student, a former student, a graduate, or another person, and only upon proof of payment of the relevant amount.
2. The operations may be paid for:
 - in cash – at the cash desk in the Dean's Office during office hours;
 - payment by card;
 - by bank transfer in CZK to account No. 3716290/0300 at Československá obchodní banka, a. s.,

Bank name CESHOSLOVENSKA OBCHODNI BANKA, a. s.

Bank address Ulrichovo namesti 734,
500 02 Hradec Kralove 2, Czech Republic

Account details SWIFT: CEKOCZPP

IBAN: CZ25 0300 0000 0000 0371 6290

(international bank account number)

Czech account number for domestic payments (students who already have a Czech account):
3716290/0300

Payable to (owner of the account) Univerzita Karlova, Lekarska fakulta v Hradci Kralove
Simkova 870,
500 03 Hradec Kralove 1

- by depositing cash in CZK into account No. 3716290/0300 at Československá obchodní banka, a. s.
3. Payment identifiers (variable symbols) are provided in the Price List next to the individual amounts.

Article 3
Final Provisions

1. This Directive comes into force and effect on the date of the Dean's signature.
2. The proposed amounts of the administrative fees were discussed and approved by the Academic Senate of the Faculty of Medicine in Hradec Králové on 6 May 2024.
3. Dean's Directive No. 8/07-08: Administrative Fees has been repealed.

In Hradec Králové on 28 May 2024

Prof. MUDr. Jiří Mandřák, Ph. D.
Dean

Appendix No. 1: List of Fees for Administrative Operations for Students and Amounts to Be Paid – Price List

1. Operations for Students:

For students studying in the Czech language		VS 83006
Copy of the practical training completion record	CZK 200	
Certificate of student status in the language of instruction	free	
Certificate of student status in the English language	free	
Transcript of study records in the language of instruction (SIS)	free	
Transcript of study records in the English language (SIS)	free	
Certificate of study completion upon termination of study	free	
Issuance of another transcript of a study document upon request	CZK 250	

For students studying in the English language		VS 83007
Copy of the practical training completion record	CZK 200	
Certificate of student status in the language of instruction	free	
Certificate of student status in the Czech language	free	
Transcript of study records in the language of instruction (SIS)	free	

Transcript of study records in the Czech language (SIS)	free
Certificate of study completion upon termination of study	free
Issuance of another transcript of a study document upon request	CZK 250

2. Operations performed for graduates and former students

For graduates and former students of courses in the Czech language VS 83006	
Certificate of the course of study (CZE+ENG) - SIS	CZK 400
Transcript of study records (CZE+ENG) - SIS	CZK 750
Certificate of study completion (CZE+ENG) - SIS	CZK 400
Certificate of completion of state examination	CZK 1500
Issuance of another certificate upon request	CZK 500

For graduates and former students in the English language VS 83007	
Certificate of the course of study (CZE+ENG) - SIS	CZK 400
Transcript of study records (CZE+ENG) - SIS	CZK 750
No Objection Certificate	CZK 400
Certificate of study averages (decile) including the transcript of study records	CZK 1500
Issuance of another certificate upon request	CZK 500

3. Other operations

VS 83006

Preparation and evaluation of source documents for recognizing foreign higher education upon request for other purposes than studying at the Faculty of Medicine in Hradec Králové	CZK 3000
Other operations falling under the operations specified in Article 1 (1) of Rector's Directive No. 24/2017	the price will be determined by analogy with the most similar operation in the price list