

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 6/2025

Ref. No. UKLFHK/201004/2025

Title: **Payment for Events and Procedures related to Specialised Education of Doctors**

Force and effect: on the date of execution by the Dean

**Article 1
Subject Matter**

1. The present Directive regulates the amount and method of payment of prices and fees for educational events, tests, examinations, and procedures in the fields of the specialised education of doctors within the performance of public administration in accordance with the public contract entered into between Charles University and the Ministry of Health of the Czech Republic, as amended, in relation to the medical post-graduate education system and in accordance with the applicable legal regulations.

**Article 2
Definitions**

1. The Faculty of Medicine in Hradec Králové ("Faculty") issues, on request, copies and duplicates of original documents (except for specialisation certificates) provided that their original counterparts are available in its files.
2. A copy is provided on request to the person who received the original document or to his or her representative under a power of attorney (official certified power of attorney). A copy is provided on the basis of the presented original document and includes the stamp, name, surname, and signature of the person issuing the copy and the date of the copy. If the original document consists of multiple pages, the above requirements are indicated on each page. The issuing of a copy is recorded in the relevant file.
3. An original counterpart (duplicate) is provided on request to the person who received the original document or to his or her representative under a power of attorney (official certified power of attorney). An original counterpart is issued on the form valid on the date of the original document or, if such form is not available, the original counterpart is provided using another suitable form. The issuing of an original counterpart is recorded in the relevant file.
4. If the signatures of the persons who signed the original document cannot be provided on the original counterpart, the name and surname of those persons is indicated with the abbreviation "v.r." [signed with one's own hand]. If the stamp used on the original document is not available, the abbreviation "L.S." is used on the original counterpart

instead. The original counterpart includes the following declaration: “Tento stejnopis souhlasí s prvopisem“ [This document is an original counterpart of the original document]. The declaration must include the name, surname, and signature of the person in authority who issued the original counterpart, the stamp, and the date of the original counterpart. If the original counterpart consists of multiple pages, the declaration is provided on each page.

Article 3 Administrative Fees

1. A fee is charged for the administrative proceedings under Act No. 95/2004 Sb., to regulate the conditions for obtaining and recognising professional and specialised qualification for the performance of the medical professions of doctor, dentist, and pharmacist, as amended, and other activities carried out by the administrative body in relation to the exercise of state administration.
2. The amount of the administrative fees and the conditions for the performance of procedures are set out in the Schedule of Fees of Act No. 634/2004 Sb., to regulate administrative fees, as amended (“Administrative Fees Act”). Procedures subject to a fee under the present Directive are listed under Items 3 and 7 of the Schedule of Fees, a part of which forms an Appendix hereto.
3. The fee is charged and collected by the Faculty and it is due before the procedure is performed. The Faculty does not perform the procedure unless the fee is paid.
4. The fee is paid in cash in Czech crowns in the cash office of the Dean’s Office under the variable code 8130404; other payment method may be agreed in exceptional cases.

Article 4 Educational Events

1. The Faculty teaches the theoretical parts of educational programmes in core fields on the basis of an accreditation awarded by the Ministry of Health of the Czech Republic.
2. An educational event (course) may be attended or a test taken only if the fee for the given educational event or test is paid. The fees for educational events and tests are charged and collected by the Faculty. The Schedule of Fees for educational events and tests is included in the Appendix hereto.
3. Persons attending an educational event or taking a test pay the fee to the respective account of the Faculty after their registration for an educational event or test is confirmed by the Faculty, but no later than 5 calendar days before the date of the event.
4. The fee is paid by transfer to the Faculty’s account; another payment method may be agreed in exceptional cases.
5. A person attending an educational event or taking a test must provide a proof of payment of the fee before the beginning of the event and no later than on the date of (the beginning of) the event or test. If the payment is not made in time or a proof of payment provided by the person attending an event or taking a test, he or she will not be able to participate in it.

If the person fails to provide the proof of payment, they are presumed to have cancelled their participation in the event.

6. Should a person who registered for an educational event or a mandatory test cancel his or her participation within 3 calendar days of (the beginning of) the event, he or she must pay a cancellation fee to the Faculty in the amount of 50% of the price of the educational event or mandatory test. Should the person cancel his or her participation within 24 hours before (the beginning of) the educational event or mandatory test or the person does not attend the event without excuse, the cancellation fee corresponds to 100% of the original fee. Cancellation fees are set off against the fee paid (claim for reimbursement).
7. In cases worthy of special consideration, the payment of the cancellation may be waived upon the request of the person attending the event (Art. 4 (6)). The request must be delivered in written or electronic form to the mail office of the Faculty and be duly justified. The request is approved or denied by the Vice-Dean for Specialised Education of Doctors.

Article 5 Examinations for Doctors and Dentists

1. The amount of the fee for the examinations for doctors and dentists is set out in Government Decree No. 324/2018 Sb., to regulate the amount of payments for the examinations of doctors, dentists, and pharmacists, as amended.
2. The fee is paid by transfer to the Faculty's account under the variable code 8130403; other payment method may be agreed in exceptional cases.
3. Article 4 (3, 6, and 7) applies by analogy.

Article 6 Final Provisions

1. The present Directive comes into force and effect on the date of execution by the Dean.
2. Dean's Directive No. 3/2019 Payment of fees for events and procedures related to specialised education of doctors is hereby repealed.

Appendix: Amount of fees for educational events and other procedures

Hradec Králové, 10 June 2025

prof. MUDr. Jiří Mand'ák, Ph.D.
Dean

**SCHEDULE OF ADMINISTRATIVE FEES AND PRICES
FOR EDUCATIONAL EVENTS AND TESTS**

Administrative fees	Variable code 8130404
Item 3 (selected part) of the Schedule of Administrative Fees annexed to the Administrative Fees Act	
Issuing of an original counterpart, copy, photocopy, or a copy of an entry in official files, private files in official custody, records, registers, books, documents, databases, written instruments, and other written and visual materials, or information on a negative finding	<p>CZK 50 for each, even incomplete, page</p> <p>CZK 40 on a technical data carrier</p> <p>CZK 30 for the first page and</p> <p>CZK 10 for each, even incomplete, page if provided using a photocopier or computer printer</p>
Item 16 of the Schedule of Administrative Fees annexed to the Administrative Fees Act	
Issuing of a certificate, record, confirmation, or similar document as replacement for a certificate, record, confirmation, or similar document in the case of damage, destruction, loss, theft, or unusability or for a certificate, record, confirmation, or similar document containing an unlawful entry (issuing of a duplicate)	CZK 100
Issuing of a duplicate specialisation certification and a duplicate core training completion certificate	CZK 200

Educational events	Price
One-day course < 8 hours	CZK 1,200 ^{*)}
One-day course > 8 hours	CZK 1,500 ^{*)}
Courses exceeding one day – fee per day	CZK 1,200 ^{*)}
Mandatory test (to complete core training or before the completion of specialised training)	CZK 300
Specific courses	
Ultrasound course (Internal medicine)	CZK 7,000 ^{*)}
Operative vaginal delivery	CZK 2,000 ^{*)}

^{*)} Persons attending an event who are employed at the University Hospital Hradec Králové on the date of the registration for the course are provided a 50% discount on the fee for the course.